

# ***Defense Language Institute English Language Center***

## **2005 Catalog of Materials, Courses, and Support**

### **Foreword**

Since 1954, the Defense Language Institute English Language Center (DLIELC) has performed its mission to support the policies and objectives of the US Government and the US Department of Defense (DoD). DLIELC started as the US Air Force Language School; our primary mission was to teach English to allied pilot candidates. In 1966, our mission expanded to include other career fields, and our school moved under the DoD, with the US Army as the executive agent. DLIELC assumed its present form in 1976 when the USAF became the executive agent.

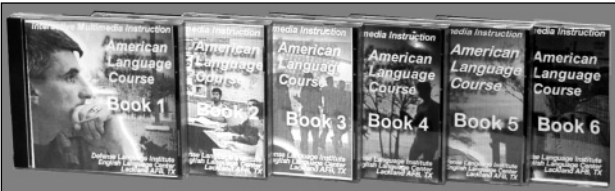
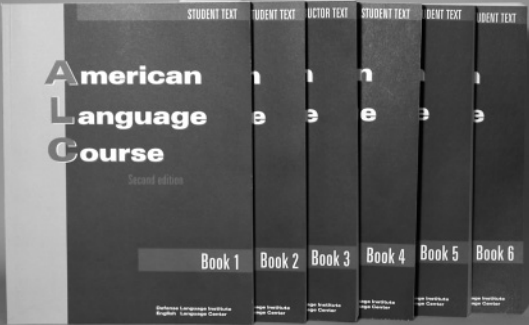
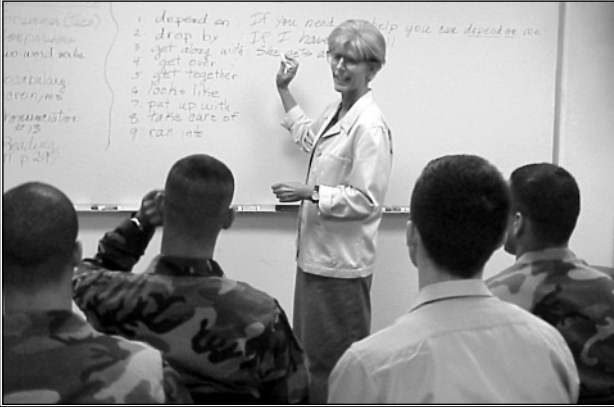
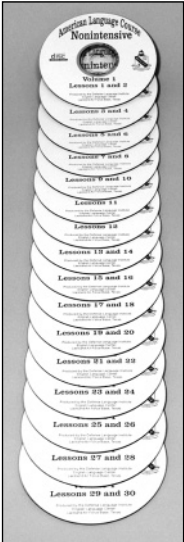
The resident campus, located at Lackland AFB, Texas, includes headquarters and academics facilities, a learning resources center, dining hall, officer and enlisted quarters, student administration building and a conference center. Small classrooms, equipped with the latest in training technology, are specifically designed to support student-centered instruction. In addition, the DLIELC curriculum meets the diverse needs of the adult military population with tailored courses that address the specific language requirements of the students' career fields.

This catalog, published annually, lists all the curriculum materials that can be obtained from DLIELC. It also lists English language training courses and support services available through DLIELC. This publication supersedes the 2004 DLIELC *Catalog of American Language Course Materials, Courses, and Support*, October 1, 2003.

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## In this Catalog

 <p><b>Interactive Multimedia Instruction (IMI)</b></p> <ul style="list-style-type: none"> <li>• Interactive multimedia instruction on CD-ROM format, ALC Books 1–24</li> </ul>	<p><b>Second Edition ALC Books 1-12</b></p> 		
<p><b>Five New ALCPTs Forms 71–75</b></p>	<p><b>In-Country Workshops</b></p> <ul style="list-style-type: none"> <li>• Mobile Training Teams <ul style="list-style-type: none"> <li>- Familiarization with the ALC</li> <li>- Familiarization with the Nonintensive ALC</li> <li>- Teaching English for Specific Purposes</li> <li>- English Skills for Staff Officers in Multinational Operations</li> <li>- English Language Proficiency Testing</li> </ul> </li> </ul> 		
<p><b>Audio CDs</b></p> <p>Audio CDs are available for</p> <ul style="list-style-type: none"> <li>• ALC, Books 1-34</li> <li>• Nonintensive ALC, Vols. 1-4</li> <li>• AMEC</li> <li>• ESSO</li> <li>• ALCPT, Forms 38-75</li> </ul> 	<p><b>ENGLISH FOR SPECIFIC PURPOSES</b></p> <table> <tr> <td data-bbox="816 1577 812 1787"> <p><b>English Skills for Staff Officers in Multinational Operations</b></p> </td><td data-bbox="812 1577 1430 1787"> <p><b>General Military Topics</b>  <b>Army Topics, Books 1 and 2</b>  <b>Navy Topics</b>  <b>Air Force Topics</b></p> </td></tr> </table>	<p><b>English Skills for Staff Officers in Multinational Operations</b></p>	<p><b>General Military Topics</b>  <b>Army Topics, Books 1 and 2</b>  <b>Navy Topics</b>  <b>Air Force Topics</b></p>
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# American Language Course Materials

## Description

The American Language Course (ALC) is a comprehensive set of materials produced by the Defense Language Institute English Language Center (DLIELC), Lackland AFB, Texas.

The course consists of

- General English Intensive and Nonintensive Materials
- English for Specific Purposes (ESP) Materials
- Interactive Multimedia Instruction (IMI)
- Support Materials, such as flashcards and videotapes
- Achievement, Placement, and Performance Tests



## Materials Available

- Texts
  - Instructor Texts
  - Student Texts
  - Language Laboratory Activities Instructor Texts
  - Language Laboratory Activities Student Texts
  - Videotape Activities Instructor Guides
  - Videotape Activities Student Guides
- Multimedia
  - Audiotapes
  - Audio CDs
  - Videotapes
  - Interactive Multimedia Instruction
- Classroom Resources
  - Flashcards
  - Dictionaries
  - Book of Idioms
- Assessment Tools
  - Book Quizzes
  - Performance Tests
  - Placement Tests
- Replacement Items
  - Homework and Evaluation Exercises Booklets



# General English Intensive Materials

The General English materials of the American Language Course (ALC) consist of extensively researched and carefully controlled presentations of English as a Foreign Language (EFL).

## Special Features

The General English materials of the ALC

- present a comprehensive curriculum that includes presentations in the areas of language functions, vocabulary, grammar and the four language skills.
- use traditional methods of language teaching as well as contemporary communicative approaches.
- contain instructional guidance, answers to the exercises, homework, and evaluation exercises to help the nonnative instructor.
- are based on clearly stated objectives that are reinforced and recycled throughout the course.
- consist of “books” that are actually instructional packages providing all the materials necessary to present the course objectives.

## Book Levels and Placement Chart

The course consists of Books 1–34 in six levels. To decide what materials are appropriate, determine the proficiency level of the students. The American Language Course Placement Test (ALCPT) can be used to determine their proficiency.

Books	Levels		ALCPT Scores
Books 1-6	Level I	Elementary	0-25
Books 7-12	Level II	High Elementary	25-50
Books 13-18	Level III	Intermediate	50-60
Books 19-24	Level IV	High Intermediate	60-75
Books 25-30	Level V	Advanced	75-80
Books 31-34	Level VI	Advanced Professional	80+

## Instructional Package for Books 1–30

Each ALC Book is an *instructional package* consisting of:

- Student Text (ST)
  - five lessons (including one review lesson)
  - summary of objectives for each lesson
  - evaluation exercises
  - homework activities
- Instructor Text (IT)
  - all material in Student Text *plus*
  - objectives stated in professional terms
  - instructions for classroom presentations
  - answers to all exercises
  - notes to the instructor
  - suggested enrichment activities
- Language laboratory audiotapes or audio CDs
- Language Laboratory Activities Student Text (LLAST)
  - activities to reinforce lesson objectives
- Language Laboratory Activities Instructor Text (LLAIT)
  - all material in Student Text *plus*
  - scripts of audiotapes or audio CDs
  - answers to all activities
- Book Quiz
  - given at the completion of each book
  - 50 multiple-choice, listening and reading items
  - administration time approximately 45 minutes
  - laboratory or tape player/CD player required
  - three forms of quiz (sold in quiz kits only; contents of quiz kit on the next page, under ‘Starter Packages’)
- Performance Tests
  - given at completion of Levels I–V (six books of instruction)
  - two-part test (lab and classroom sections)
  - speaking and writing items
  - hand-scored

## Starter Packages

To make ordering the materials easier, we offer starter packages. These consist of enough copies of all of the materials **for a class of ten students and one instructor, for each book in each level**, including the support materials.

### Levels I–V

- 10 copies of each of the six Student Texts (STs)
- One copy of each of the six Instructor Texts (ITs)
- 10 copies of each of the six Language Laboratory Activities STs
- One copy of each of the six Language Laboratory Activities ITs
- One set of audiotapes or audio CDs for each of the six texts
- One copy of the *Familiarization with the ALC* manual and one copy of the *Indexes for ALC Levels I–V*
- Three Quiz Kits, Forms A, B, and C—each kit includes 25 Student Booklets, choice of two audio tapes or one audio CD, one Quiz Scoring Key, and one Subtest Key
- A package containing 500 Answer Sheets
- One set of flashcards for each of the six texts in Level I and Level II
- One set of videotapes for Levels III and IV with videotape activity guides

### Level VI

- 10 copies of each of the four Student Texts (STs)
- One copy of each of the four Instructor Texts (ITs)
- 11 copies of the *Book of Idioms*
- One set of audiotapes or audio CDs for Books 31–34
- One set of videotapes for Books 31–33.

Starter packages can be purchased as *one-line* items using the Order Form at the end of this catalog.

## Interactive Multimedia Instruction (IMI)

### **IMI for Level I**

IMI lessons consist of computer-assisted language practice with text, audio, graphics, and animation. These materials may substitute for the language laboratory activities.

### **IMI for Levels II, III, and IV**

IMI lessons support and reinforce ALC learning objectives and are an integral part of the ALC. The lessons include full-motion video, graphics, text, animation, audio, and on screen help.

IMI lessons are on CD-ROM format. *Computer requirements are on the next page.*

## Support Materials

- *Flashcards* for Level I—illustrate objective terms; letter clusters and words to support reading skills; situational pictures to promote speaking skills
- *Videotapes* for Levels III–IV—reinforce the lesson objectives in a lively, entertaining format
  - Four videotapes per book for Level III
  - Two videotapes per book for Level IV
  - Accompanying video activities guides
- *Familiarization with the ALC* (780)
- *Indexes for Levels I–V* (789) provides book and level descriptions and a list of objectives in Levels I–V
- *Grammar for the ALC* (782) provides reference to the grammar objectives in the ALC materials

## Performance Tests (PT)

Performance Tests are given at the end of each level and are labeled by the last book in the level (Ex: Level I = PT 6). PTs assess mastery of production-based tasks (Ex: note-taking, group discussion, etc.) not testable in multiple-choice format. The tests include speaking and writing in two parts: lab and classroom administration.



## Delivery Systems Requirements

### For IMI

Hardware/Software System Requirements
<ul style="list-style-type: none"> <li>• Standard Multimedia personal computer (MPC3-compliant)</li> <li>• 700 Mhz processor and at least 32MB RAM (64 MB or higher recommended)</li> <li>• 1 GB hard drive (or better)</li> <li>• Super VGA color monitor</li> <li>• 32-bit sound card</li> <li>• Any PC mouse</li> <li>• Speakers or headphones</li> <li>• Keyboard</li> <li>• Windows 95, 98, ME, 2000, or XP</li> <li>• Screen resolution 640 X 480 and 800 X 600</li> <li>• 16X speed CD-ROM player (32X speed or better recommended)</li> <li>• I/O ports: Serial, Parallel, MIDI</li> <li>• Intel Video CODEC IV4.x and IV5.x</li> </ul>
<p>The IMI for Level III (Books 13–18) and for Level IV (Books 19–24) contains video that does not require any special video playback cards. The video is in a standard Windows format, (.avi), which requires the Indeo Video 4 CODEC (IV4.x). The IMI for Level II (Books 7–12) requires the Indeo 5 CODEC (IV5.x). The Indeo 4 and 5 CODECs can be downloaded from the Level II (Books 7–12) and Level III (Books 13–18) CD-ROMs.</p>

### For Audio CDs

System Requirements
<ul style="list-style-type: none"> <li>• An audio CD player, either a portable player or a player connected to a Level II, III, or IV lab.</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>• Standard personal computer (MPC3-compliant) that includes a 4X speed (or better) CD-ROM player and sound card.</li> </ul>

## ALC General English Intensive Materials Chart

This chart indicates the materials that are available for each book or instructional package.

		Instructor Text	Student Text	Lang. Lab Activities IT	Lang. Lab Activities ST	Audiotapes	Audio CDs	Videotapes	Interactive Multimedia (IMI)	HW & Eval. Exercises	Book Quizzes	Level Performance Tests	Flashcards	Dictionaries	780, Familiarization w/ALC	789, Indexes for Levels I-IV
Level I	Book 1	•	•	•	•	•	•		•	•	•		•		•	•
	Book 2	•	•	•	•	•	•		•	•	•		•		•	•
	Book 3	•	•	•	•	•	•		•	•	•		•		•	•
	Book 4	•	•	•	•	•	•		•	•	•		•		•	•
	Book 5	•	•	•	•	•	•		•	•	•		•		•	•
Level II	Book 6	•	•	•	•	•	•		•	•	•	•	•		•	•
	Book 7	•	•	•	•	•	•		•	•	•		•		•	•
	Book 8	•	•	•	•	•	•		•	•	•		•		•	•
	Book 9	•	•	•	•	•	•		•	•	•		•		•	•
	Book 10	•	•	•	•	•	•		•	•	•		•		•	•
Level III	Book 11	•	•	•	•	•	•		•	•	•		•		•	•
	Book 12	•	•	•	•	•	•		•	•	•	•	•		•	•
	Book 13	•	•	•	•	•	•		•	•	•				•	•
	Book 14	•	•	•	•	•	•		•	•	•				•	•
	Book 15	•	•	•	•	•	•		•	•	•				•	•
Level IV	Book 16	•	•	•	•	•	•		•	•	•				•	•
	Book 17	•	•	•	•	•	•		•	•	•				•	•
	Book 18	•	•	•	•	•	•		•	•	•	•			•	•
	Book 19	•	•	•	•	•	•		•	•	•				•	•
	Book 20	•	•	•	•	•	•		•	•	•				•	•
Level V	Book 21	•	•	•	•	•	•		•	•	•				•	•
	Book 22	•	•	•	•	•	•		•	•	•				•	•
	Book 23	•	•	•	•	•	•		•	•	•				•	•
	Book 24	•	•	•	•	•	•		•	•	•	•			•	•
	Book 25	•	•	•	•	•	•		•	•	•				•	•
Level VI	Book 26	•	•	•	•	•	•		•	•	•				•	•
	Book 27	•	•	•	•	•	•		•	•	•				•	•
	Book 28	•	•	•	•	•	•		•	•	•				•	•
	Book 29	•	•	•	•	•	•		•	•	•				•	•
	Book 30	•	•	•	•	•	•		•	•	•	•			•	•
Level VI	Book 31	•	•			•	•	•						•		
	Book 32	•	•			•	•	•						•		
	Book 33	•	•			•	•	•						•		
	Book 34	•	•			•	•	•						•		

### Notes:

DLIELC advises administering the American Language Course Placement Test (ALCPT) to determine initial placement of students entering an English Language Training Program.

1. Starter packages are available for each level.
2. Materials may also be ordered individually. Specify number of copies needed based on factors such as class size, instructor/student ratio, and training needs. (For example, one instructor text and 10 student texts; five instructor texts and 30 student texts.)
3. This is not an inclusive list of all the materials available.

## Level Descriptions

### Level I (Books 1–6)

### Elementary

*ALCPT Range 0–25*

Level I, second edition, consists of six books of basic skills development. Level I presents approximately 900 words including general military vocabulary and conversational expressions.

Essential grammar structures are introduced contextually in dialogs and readings, and drills and exercises provide extended practice. New photos and graphics illustrate teaching points. Numerous conversational strategies and social situations are incorporated into the materials, offering enhanced speaking and listening opportunities, with an emphasis on pair and small group work. Reading strategies are introduced using charts, graphs, grid coordinates, and various graphic organizers, as well as simple texts, demonstrating authentic language use.

### Price List for Level I Starter Package

Item	Price	Quantity	Subtotal
Instructor Text	\$12.00	X 6	\$72.00
Student Text	\$8.00	X 60	\$480.00
Language Laboratory Activities Instructor Text	\$8.00	X 6	\$48.00
Language Laboratory Activities Student Text	\$3.00	X 60	\$180.00
Audiotapes (set of 16) or Audio CDs (set of 8)	\$ 80.00	X 6	\$480.00
Quiz Kit, Form A	\$ 20.00	X 6	\$120.00
Quiz Kit, Form B	\$ 20.00	X 6	\$120.00
Quiz Kit, Form C	\$ 20.00	X 6	\$120.00
Package of 500 Answer Sheets	\$ 15.00	X 1	\$15.00
Flashcards	\$ 25.00	X 6	\$150.00
780 Familiarization with the ALC	\$ 5.00	X 1	\$5.00
789 Indexes for Levels I–V	\$10.00	X 1	\$10.00
<b>TOTAL</b>			<b>\$1,800.00</b>
<b>Note:</b> Minimum order is 10 student texts and one instructor text for each of the six books in the level.			

## Interactive Multimedia Instruction for Level I

For programs with computer labs, IMI lessons can substitute for the audio laboratory lessons for this level. The presentations incorporate text, audio, graphics, and animation to introduce and practice the objectives in the ALC.

IMI for Level I supports and reinforces ALC objectives.

*One IMI package for each book includes*

- One CD for each book

*One IMI CD-ROM Level I Package includes*

- Six CDs (one for each book, 1-6)

*Five IMI CD-ROM Level I Packages include*

- 30 CDs (five copies of each CD for each book)

**...An alternative to language lab activities...**

## Price List for IMI CD-ROMs for Level I

Item	Quantity	Price
IMI CD-ROM Book Package for each book (1 CD per book)	1	\$100.00
IMI CD-ROM Level I Package (6 CDs per level package)	1	\$500.00
Five copies of IMI CD-ROM Level I Package	5	\$2,000.00
<b>Note:</b> Individual CDs are required for each student position.		

## Support Materials for Level I

Each book in Level I has a Flashcard package with approximately 80 flashcards.

## Performance Test for Level I

PT Kit 6 includes:

- Two Instructor Booklets: Parts I and II, administrative and rating guidance, audiotape and tapescript
- 50 Student Booklets: Parts I and II, each (total 100);  
50 diagnostic forms

## AMERICAN LANGUAGE COURSE

### Level II (Books 7–12)

### High Elementary

*ALCPT Range 25–50*

Level II is a continuation of basic skills development in the areas of listening, speaking, reading, and writing. Level II also contains numerous visuals facilitating the instruction of approximately 900 new words.

The function activities are based on social and business interactions such as expressing opinions, requesting and giving instructions, asking for and giving locations and directions, and seeking information. Beginning reading skills taught in Level I are continued and reinforced throughout Level II.

### Price List for Level II Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$12.00	X 6	\$72.00
Student Text	\$8.00	X 60	\$480.00
Language Laboratory Activities Instructor Text	\$8.00	X 6	\$48.00
Language Laboratory Activities Student Text	\$3.00	X 60	\$180.00
Audiotapes (set of 16) or Audio CDs (set of 8)	\$80.00	X 6	\$480.00
Quiz Kit, Form A	\$20.00	X 6	\$120.00
Quiz Kit, Form B	\$20.00	X 6	\$120.00
Quiz Kit, Form C	\$20.00	X 6	\$120.00
Package of 500 Answer Sheets	\$15.00	X 1	\$15.00
Flashcards	\$ 25.00	X 6	\$150.00
780 Familiarization with the ALC	\$5.00	X 1	\$5.00
789 Indexes for Levels I–V	\$10.00	X 1	\$10.00
<b>TOTAL</b>			<b>\$1,800.00</b>
<b>Note:</b> Minimum order is 10 student texts and one instructor text for each of the six books in the level.			

## Interactive Multimedia Instruction for Level II

IMI for Level II supports and reinforces ALC objectives.

*One IMI package for each book* includes

- One CD for each book

*One IMI CD-ROM Level II Package* includes

- Six CDs (one for each book, 7–12)

*Five IMI CD-ROM Level II Packages* include

- 30 CDs (five copies of each CD for each book)

## Price List for IMI CD-ROMs for Level II

Item	Quantity	Price
IMI CD-ROM Book Package for each book (1 CD per book)	1	\$100.00
IMI CD-ROM Level II Package (6 CDs per level package)	1	\$500.00
Five copies of IMI CD-ROM Level II Package	5	\$2,000.00
<b>Note:</b> Individual CDs are required for each student position.		

## Support Materials for Level II

Each book in Level II has a Flashcard package with approximately 40 flashcards.

## Performance Test for Level II

PT Kit 12 includes:

- Two Instructor Booklets: Parts I and II, administrative and rating guidance, audiotape and tapescript
- 50 Student Booklets: Parts I and II, each (total 100);  
50 diagnostic forms

## AMERICAN LANGUAGE COURSE

### Level III (Books 13–18)

### Intermediate

*ALCPT Range 50–60*

Level III presents higher level skills development in the areas of listening comprehension, speaking, reading, and writing. Level III includes approximately 950 new words including vocabulary which deals with semi-technical subjects and military themes. New structures are introduced contextually in dialogs, drills, exercises, and readings.

Some of the topics which give contextual meaning to this level are based on military themes and social and business interactions, such as seeking and giving information, requesting and granting permission, expressing preferences, providing descriptions, and making deductions. Reading skills taught in Level II are continued and reinforced throughout Level III.

### Price List for Level III Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$10.00	X 6	\$60.00
Student Text	\$7.00	X 60	\$420.00
Language Laboratory Activities Instructor Text	\$8.00	X 6	\$48.00
Language Laboratory Activities Student Text	\$3.00	X 60	\$180.00
Audiotapes (set of 16) or Audio CDs (set of 8)	\$80.00	X 6	\$480.00
Quiz Kit, Form A	\$20.00	X 6	\$120.00
Quiz Kit, Form B	\$20.00	X 6	\$120.00
Quiz Kit, Form C	\$20.00	X 6	\$120.00
Package of 500 Answer Sheets	\$15.00	X 1	\$15.00
780 Familiarization with the ALC	\$5.00	X 1	\$5.00
789 Indexes for Levels I–V	\$10.00	X 1	\$10.00
<b>TOTAL</b>			<b>\$1,578.00</b>
NTSC Videotape Package (set of 24)	\$840.00	X 1	\$840.00
<b>Total with NTSC Videos</b>			<b>\$2,418.00</b>
SECAM or PAL Videotape Package (set of 24)	\$1080.00	X 1	\$1080.00
<b>Total with SECAM/ PAL Videos</b>			<b>\$2,658.00</b>

## Interactive Multimedia Instruction for Level III

IMI for Level III supports and reinforces ALC objectives.

*One IMI package for each book* includes

- One CD for each book

*One IMI CD-ROM Level III Package* includes

- Six CDs (one for each book, 13–18)

*Five IMI CD-ROM Level III Packages* include

- 30 CDs (five copies of each CD for each book)

## Price List for IMI CD-ROMs for Level III

Item	Quantity	Price
IMI CD-ROM Book Package for each book (1 CD per book)	1	\$100.00
IMI CD-ROM Level III Package (6 CDs per level)	1	\$500.00
Five copies of IMI CD-ROM Level III Package	5	\$2,000.00
<b>Note:</b> Individual CDs are required for each student position.		

## Support Materials for Level III

Each book in Level III has four videotapes with accompanying Video Activities Instructor Guide and Video Activities Student Guide.

A **Videotape Package** for the complete Level III includes

- 24 Videotapes
- Six Videotape Activities, Instructor Guides
- 60 Videotape Activities, Student Guides

## Performance Test for Level III

PT Kit 18 includes:

- Two Instructor Booklets: Parts I and II, administrative and rating guidance, audiotape and tapescript
- 50 Student Booklets: Parts I and II, each (total 100);  
50 diagnostic forms



## AMERICAN LANGUAGE COURSE

### Level IV (Books 19-24)

### High Intermediate

*ALCPT Range 60-75*

Level IV presents a continuation of higher level skills development in the areas of listening comprehension, speaking, reading, and writing. Level IV contains approximately 850 new words.

Some of the activities that give contextual practice in communicating with the language are based on military themes and social and business interactions, such as giving recommendations and suggestions and requesting and offering assistance. Level IV includes four additional features: (1) troublesome English, (2) idioms and expressions, (3) authentic listening tapes/CDs and (4) a glossary.

### Price List for Level IV Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$10.00	X 6	\$60.00
Student Text	\$7.00	X 60	\$420.00
Language Laboratory Activities Instructor Text	\$8.00	X 6	\$48.00
Language Laboratory Activities Student Text	\$3.00	X 60	\$180.00
Audiotapes (set of 16) or Audio CDs (set of 8)	\$80.00	X 6	\$480.00
Quiz Kit, Form A	\$20.00	X 6	\$120.00
Quiz Kit, Form B	\$20.00	X 6	\$120.00
Quiz Kit, Form C	\$20.00	X 6	\$120.00
Package of 500 Answer Sheets	\$15.00	X 1	\$15.00
780 Familiarization with the ALC	\$5.00	X 1	\$5.00
789 Indexes for Levels I-V	\$10.00	X 1	\$10.00
<b>TOTAL</b>			<b>\$1,578.00</b>
NTSC Videotape Package (set of 12)	\$480.00	X 1	\$480.00
<b>Total with NTSC Videos</b>			<b>\$2,058.00</b>
SECAM or PAL Videotape Package (set of 12)	\$600.00	X 1	\$ 600.00
<b>Total with SECAM/ PAL Videos</b>			<b>\$2,178.00</b>
<b>Note: Minimum order is 10 student texts and one instructor text for each of the six books in the level.</b>			

## Interactive Multimedia Instruction for Level IV

IMI for Level IV supports and reinforces ALC objectives.

*One IMI package for each book* includes

- One CD for each book
- One Lesson Guide

*One IMI CD-ROM Level IV Package* includes

- Six CDs (one for each book, 19-24)
- Six Lesson Guides

*Five IMI CD-ROM Level IV Packages* include

- 30 CDs (five copies of each CD for each book)
- 30 Lesson Guides (five copies for each book)

## Price List for IMI CD-ROMs for Level IV

Item	Quantity	Price
IMI CD-ROM Book Package for each book (1 CD per book)	1	\$100.00
IMI CD-ROM Level IV Package (6 CDs per level package)	1	\$500.00
Five copies of IMI CD-ROM Level IV Package	5	\$2,000.00
<b>Note:</b> Individual CDs are required for each student position.		

## Support Materials for Level IV

Each book in Level IV has two videotapes with accompanying Video Activities Instructor Guide and Video Activities Student Guide.

A **Videotape Package** for the complete Level IV includes

- 12 Videotapes
- Six Videotape Activities Instructor Guides
- 60 Videotape Activities Student Guides

## Performance Test for Level IV

PT Kit 24 includes:

- Two Instructor Booklets: Parts I and II, administrative and rating guidance, audiotape and tapescript
- 50 Student Booklets: Parts I and II, each (total 100);  
50 diagnostic forms

## AMERICAN LANGUAGE COURSE

### Level V (Books 25–30)

### Advanced

*ALCPT Range 75–80*

Level V presents a continuation of higher level skills development in the areas of listening comprehension, speaking, reading, and writing. Level V introduces approximately 780 new words.

Listening comprehension and speaking are developed mainly through situational dialogs, various types of oral texts, and role- playing activities. Reading skills taught in Level IV are developed and expanded. Level V includes four additional features: (1) troublesome English, (2) idioms and expressions, (3) authentic listening tapes/CDs and (4) a glossary

### Price List for Level V Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$10.00	X 6	\$60.00
Student Text	\$7.00	X 60	\$420.00
Language Laboratory Activities Instructor Text	\$8.00	X 6	\$48.00
Language Laboratory Activities Student Text	\$3.00	X 60	\$180.00
Audiotapes (set of 16) or Audio CDs (set of 8)	\$80.00	X 6	\$480.00
Quiz Kit, Form A	\$20.00	X 6	\$120.00
Quiz Kit, Form B	\$20.00	X 6	\$120.00
Quiz Kit, Form C	\$20.00	X 6	\$120.00
Package of 500 Answer Sheets	\$15.00	X 1	\$15.00
780 Familiarization with the ALC	\$5.00	X 1	\$5.00
789 Indexes for Levels I–V	\$10.00	X 1	\$10.00
<b>TOTAL</b>			<b>\$1,578.00</b>
<b>Note:</b> Minimum order is 10 student texts and one instructor text for each of the six books in the level.			

### Performance Test for Level V

PT Kit 30 includes:

- Two Instructor Booklets: Parts I and II, administrative and rating guidance, audiotape and tapescript
- 50 Student Booklets: Parts I and II, each (total 100);  
50 diagnostic forms

## AMERICAN LANGUAGE COURSE

### Level VI (Books 31-34)

### Advanced Professional

ALCPT Range 80+

Level VI is a culmination of skills development in the areas of listening, speaking, reading, and writing. Listening and speaking skills are practiced through oral presentations, lectures, class debates, military briefings, and impromptu speeches. Reading and writing skills include library research and descriptive, expository, and argumentative paragraphs.

This level is especially beneficial for students who are programmed for professional military courses or advanced technical training.

*Because of the complexity of the materials, it is essential that instructors be native-like in their proficiency.*

Audiotapes/audio CDs and videotapes are integral parts of classroom work; thus, a videotape player is required.

### Price List for Level VI Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$10.00	X 4	\$40.00
Student Text	\$7.00	X 40	\$280.00
Audiotapes (set of 11) or Audio CDs (set of 4)	\$40.00	X 1	\$40.00
Book of Idioms	\$5.00	X 11	\$55.00
Dictionary Package	\$7.00	X 11	\$77.00
NTSC Videotapes (set of 6)	\$180.00	X 1	\$180.00
<b>Total with NTSC Videos</b>			<b>\$672.00</b>
PAL or SECAM Videotapes (set of 6)	\$240.00	X 1	\$240.00
<b>Total with PAL/SECAM Videos</b>			<b>\$732.00</b>
<b>Note: Minimum order is 10 student texts and one instructor text for each of the four books in the level.</b>			

# General English Nonintensive Materials

## Volumes 1–4

The Nonintensive American Language Course materials were developed for adult international military students in nonintensive English language programs. The materials include the most essential objectives from the intensive American Language Course. General, technical, and military vocabulary, language functions, and grammar are covered. Each volume consists of 30-32 lessons (approximately 2 to 3 periods of classroom instruction per lesson) and 30 audio recordings, one per lesson (approximately 30 minutes in length).

The course consists of four volumes suitable for many four-year military academies and staff colleges. Like the intensive course, the nonintensive course presents material in context.

Two quizzes (one mid and one final) and two forms (A and B) of each quiz are available for each volume. The quizzes are sold in kits only. Each kit includes the following:

- 25 student answer booklets
- Choice of two audiotapes or one audio CD.
- One quiz scoring key

## Volume Levels and Placement Chart

Volume	Levels	ALCPT Scores
Vol 1 (ALC Books 1-4)	Low Elementary	0–25
Vol 2 (ALC Books 5–8)	Elementary	25–35
Vol 3 (ALC Books 9–12)	High Elementary	35–50
Vol 4 (ALC Books 13–16)	Low Intermediate	50–60

# AMERICAN LANGUAGE COURSE

## Starter Packages

The Nonintensive ALC materials can be purchased in Starter Packages. Each starter package includes enough copies of the materials for a class of ten students and one instructor. Additional copies of the materials can be purchased when a starter package is purchased.

### Price List for Volume 1 Starter Package

Item	Price	Quantity	Subtotal
Instructor Guide	\$10.00	X 1	\$10.00
Student Text	\$18.00	X 11	\$198.00
Listening Skills Text	\$10.00	X 11	\$110.00
Homework Text	\$10.00	X 11	\$110.00
Flashcards for Volume 1	\$25.00	X 1	\$25.00
Audiotapes (set of 30) or Audio CDs (set of 15)	\$150.00	X 1	\$150.00
Lessons 1–15, Quiz A	\$20.00	X 1	\$20.00
Lessons 16–30, Quiz A	\$20.00	X 1	\$20.00
Lessons 1–15, Quiz B	\$20.00	X 1	\$20.00
Lessons 16–30, Quiz B	\$20.00	X 1	\$20.00
Package of 500 Answer sheets	\$15.00	X 1	\$15.00
<b>TOTAL</b>			<b>\$698.00</b>
<b>Note:</b> Minimum order is 11 class texts, one for the instructor and 10 for the students.			



## AMERICAN LANGUAGE COURSE

### Price List for Volume 2 Starter Package

Item	Price	Quantity	Subtotal
Instructor Text	\$25.00	X 1	\$25.00
Student Text	\$20.00	X 10	\$200.00
Listening Skills Text	\$10.00	X 11	\$110.00
Homework Text	\$10.00	X 11	\$110.00
Flashcards for Volume 2	\$25.00	X 1	\$25.00
Audiotapes (set of 30) or Audio CDs (set of 15)	\$150.00	X 1	\$150.00
Lessons 1–15, Quiz A	\$20.00	X 1	\$20.00
Lessons 16–30, Quiz A	\$20.00	X 1	\$20.00
Lessons 1–15, Quiz B	\$20.00	X 1	\$20.00
Lessons 16–30, Quiz B	\$20.00	X 1	\$20.00
Package of 500 Answer sheets	\$15.00	X 1	\$15.00
<b>TOTAL</b>			<b>\$715.00</b>
<b>Note:</b> Minimum order is 10 class texts, one for the instructor and 10 for the students.			

### Price List for Volume 3 Starter Package

Item	Price	Quantity	Subtotal
Instructor Guide	\$15.00	X 1	\$15.00
Student Text	\$18.00	X 11	\$198.00
Listening Skills Text	\$10.00	X 11	\$110.00
Homework Text	\$10.00	X 11	\$110.00
Audiotapes (set of 30) or Audio CDs (set of 15)	\$150.00	X 1	\$150.00
Lessons 1–15, Quiz A	\$20.00	X 1	\$20.00
Lessons 16–30, Quiz A	\$20.00	X 1	\$20.00
Lessons 1–15, Quiz B	\$20.00	X 1	\$20.00
Lessons 16–30, Quiz B	\$20.00	X 1	\$20.00
Package of 500 Answer sheets	\$15.00	X 1	\$15.00
<b>TOTAL</b>			<b>\$678.00</b>
<b>Note:</b> Minimum order is 11 class texts, one for the instructor and 10 for the students.			

## AMERICAN LANGUAGE COURSE

### Price List for Volume 4 Starter Package

Item	Price	Quantity	Subtotal
Instructor Guide	\$15.00	X 1	\$15.00
Student Text	\$18.00	X 11	\$198.00
Listening Skills Text	\$10.00	X 11	\$110.00
Homework Text	\$10.00	X 11	\$110.00
Audiotapes (set of 30) or Audio CDs (set of 15)	\$150.00	X 1	\$150.00
Lessons 1–16, Quiz A	\$20.00	X 1	\$20.00
Lessons 17–32, Quiz A	\$20.00	X 1	\$20.00
Lessons 1–16, Quiz B	\$20.00	X 1	\$20.00
Lessons 17–32, Quiz B	\$20.00	X 1	\$20.00
Package of 500 Answer sheets	\$15.00	X 1	\$15.00
<b>TOTAL</b>			<b>\$678.00</b>
<b>Note:</b> Minimum order is 11 class texts, one for the instructor and 10 for the students.			

### Interactive Multimedia Instruction for Nonintensive ALC

Although no specific IMI was designed for the Nonintensive ALC, the objectives are the same as the intensive ALC. Therefore, the appropriate IMI from the ALC has been packaged for the Nonintensive ALC. Volume 1 uses the IMI from ALC Books 1–4; Volume 2, IMI from Books 5–8; Volume 3, IMI from Books 9–12; Volume 4, IMI from Books 13–16.

One IMI package for each volume includes

- Four CDs for each volume

One IMI CD-ROM Nonintensive ALC Package includes

- 16 CDs (four for each volume, Volumes 1–4)

### Price List for IMI CD-ROMs for Nonintensive ALC

Item	Quantity	Price
IMI CD-ROM Volume Package for each volume (4 CDs per volume)	1	\$400.00
IMI CD-ROM Nonintensive ALC Package (16 CDs for 4-volume package)	1	\$1,200.00



# English for Specific Purposes Materials

## English Skills for Staff Officers in Multinational Operations

*ALCPT Range 80+*

The English Skills for Staff Officers in Multinational Operations (ESSO) Course consists of self-instruction and classroom materials. The course focuses on communication skills needed to be a successful staff officer working in a multinational situation. NATO and UN topics are included.

The course consists of two parts. Part I includes eight ten-hour self-instruction lessons with audiotapes. Part I provides the basis for Part II, which consists of 40-60 hours of intensive classroom study. An instructor package includes the student package plus video activities, learning games, and instructional guidance. Starter packages for the classroom are also available.

### Price List for ESSO Materials

Item	Subtotal
Student Self-instruction Set One Student Text (with Answer pages and Self-evaluation Exercises) Eight Audiotapes or Audio CDs One Dictionary	\$90.00
Instructor Set One Student Self-instruction Set One Instructor Guide One Ancillary Materials Package One Language Game Board One NTSC Videotape	\$150.00
Instructor Set with PAL/SECAM Videotape	\$160.00
Starter Package with NTSC Videotape 10 Student Self-instruction Sets One Instructor Set	\$1,020.00
Starter Package with PAL/SECAM Videotape	\$1,030.00

# AMERICAN LANGUAGE COURSE

## American Military English Course

*ALCPT Range 70–80*

The American Military English Course (AMEC) consists of language lessons based on Army, Air Force, Navy, and General Military topics.

Each text consists of five units, including one review unit, evaluation exercises and homework activities. The materials focus on the four skills (listening, speaking, reading and writing) as well as vocabulary, military expressions, military acronyms, functions, and grammar review. Learning strategies and classroom guidance are also included.

**Two** sets of audio recordings are available for different uses. The **listening skills recordings** provide the students practice in topics related to the lesson. The **unit recordings** are an oral version of the readings and some of the explanations contained in each lesson. The following starter packages are available.

### Price List for General Military Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$25.00	1	\$25.00
Student Text	\$20.00	10	\$200.00
Audiotapes or Audio CDs (set of 10)	\$100.00	1	\$100.00
NTSC Videotape	\$30.00	1	\$30.00
<b>Total with NTSC Video</b>			<b>\$355.00</b>
PAL or SECAM Videotape	\$40.00	1	\$40.00
<b>Total with PAL/SECAM Videos</b>			<b>\$365.00</b>
<b>Note:</b> Additional student texts may be ordered only when purchasing a Starter Package, in the same order.			

## AMERICAN LANGUAGE COURSE

### Price List for Army Topics, Book 1, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$25.00	1	\$25.00
Student Text	\$20.00	10	\$200.00
Audiotapes or Audio CDs (set of 10)	\$100.00	1	\$100.00
NTSC Videotape	\$30.00	1	\$30.00
<b>Total with NTSC Video</b>			<b>\$355.00</b>
PAL or SACAM Videotape	\$40.00	1	\$40.00
<b>Total with PAL /SECAM Video</b>			<b>\$365.00</b>
<b>Note:</b> Additional student texts may be ordered only when purchasing a Starter Package, in the same order.			

### Price List for Army Topics, Book 2, Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$25.00	1	\$25.00
Student Text	\$20.00	10	\$200.00
Audiotapes or Audio CDs (set of 10)	\$100.00	1	\$100.00
<b>TOTAL</b>			<b>\$325.00</b>
<b>Note:</b> Additional student texts may be ordered only when purchasing a Starter Package, in the same order.			

### Price List for Air Force Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$25.00	1	\$25.00
Student Text	\$20.00	10	\$200.00
Audiotapes or Audio CDs (set of 10)	\$100.00	1	\$100.00
NTSC Videotape	\$30.00	1	\$30.00
<b>Total with NTSC Videos</b>			<b>\$355.00</b>
PAL or SECAM Videotape	\$40.00	1	\$40.00
<b>Total with PAL/SECAM Videos</b>			<b>\$365.00</b>
<b>Note:</b> Additional student texts may be ordered only when purchasing a Starter Package, in the same order.			

## Price List for Navy Topics Starter Package

Item	Unit Price	Quantity	Subtotal
Instructor Text	\$25.00	1	\$25.00
Student Text	\$20.00	10	\$200.00
Audiotapes or Audio CDs (set of 10)	\$100.00	1	\$100.00
NTSC Videotape	\$30.00	1	\$30.00
<b>Total with NTSC Video</b>			<b>\$355.00</b>
PAL or SECAM Videotape	\$40.00	1	\$40.00
<b>Total with PAL/SECAM Video</b>			<b>\$365.00</b>
<b>Note: Additional student texts may be ordered only when purchasing a Starter Package, in the same order.</b>			

## Aviation Radio Communication

This package of 13 Radio Communication (RC) Audiotapes or five Audio CDs, with accompanying texts, is for pilots who need practice listening to aviation radio communication in English. Air traffic controllers may benefit from them also.

## Price List for Aviation Radio Communication Package

Item	Quantity	Price
RC Instructor Text	1	
RC Student Texts	10	
RC Script Booklet	1	
RC Audiotapes (set of 13) or Audio CDs (set of 5)	1	
<b>TOTAL</b>		<b>\$100.00</b>



## Instructional Support Materials

### Instructor Materials

#### **780, Familiarization with the ALC**

This manual for course managers and instructors contains complete descriptions of the content, course objectives, focus, special features, and more.

#### **782, Grammar for the ALC**

The book covers all the grammar presented in Books 1–30. It is especially designed for instructors to provide them with a handy grammar reference.

#### **789, Indexes for Levels I–V**

This practical reference for managers and instructors contains indexes for the major language areas of the ALC as well as helpful level descriptions, summary of objectives, and glossary of terms and names. It is a convenient way to locate items quickly.

#### **Training Aids Package**

Posters of military ranks/insignia, military situations/equipment, and US culture; maps

#### **Handbook for Quiz Development**

The handbook contains important guidance for the development of objective, multiple-choice tests.

#### **Teaching Demonstration Videotapes Package**

The package includes a set of seven videotapes, each containing a mini lesson presented by an experienced DLIELC instructor; one Viewing guide Instructor Guide and 10 Viewing guides Student Guides. The seven subjects covered are “Teaching a Function,” “Teaching Vocabulary,” “Teaching Grammar,” “Teaching a Reading Skill,” “Teaching a Listening Skill,” “Teaching a Speaking Skill,” and “Teaching a Writing Skill.”

## AMERICAN LANGUAGE COURSE

### Price List for Instructor Materials

Item	Price
780, Familiarization with the ALC (recommend one per instructor)	\$5.00
782, Grammar for the ALC (recommend one per instructor)	\$10.00
789, Indexes for Levels I-V (recommend one per instructor)	\$10.00
Training Aids Package	\$110.00
Handbook for Quiz Development	\$3.00
Teaching Demonstration Videotape Package with NTSC Video	\$230.00
with PAL or SECAM Videos	\$300.00

### Classroom Resources

#### Dictionaries

Dictionaries are sold in packages of 10.

#### Book of Idioms (BOI)

Idioms bring color to language, but they can be a problem for nonnative speakers. The BOI is a handy reference with useful idioms, slang and special expressions. Each entry has an example sentence along with the definition. The BOI is a helpful supplement for intermediate and advanced students.

BOIs are sold in packages of 10.

### Price List for Classroom Resources

Item	Price
Package of 10 dictionaries	\$70.00
Package of 10 BOIs	\$50.00

## Replacement Items

### Homework and Evaluation Exercises Booklets, Books 1–30

These booklets were designed for nonresident use in places where Student Texts are recycled. The Homework and Evaluation Exercises from Student Texts are bound separately and can be issued to students.

### Individual Replacement Items

Consumable items such as Performance Test Booklets and answer sheets.

### Price List for Replacement Items

Item	Price
Homework and Evaluation Exercises Booklets (Books 1–30)	\$2.00
Performance Tests Consumable Student Booklets & Diagnostic Forms in packages of 25 (Levels I–V)	\$15.00
Package of 500 Test Answer Sheets (DLIELC Form 6748)	\$15.00



## NOTES

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# American Language Course Placement Test

The American Language Course Placement Test (ALCPT) is a standardized, multiple-choice test of English language proficiency in listening and reading.

## Features

- 38 different versions available (ALCPT Forms 38 through 75)
- Student scores correspond to English Comprehension Level (ECL) test scores
- Administration time approximately one hour
- Listening and reading components (lab, cassette player, or audio CD player required to administer)
- Answer keys provided for hand scoring student answer sheets

## Uses

- Placement in American Language Course materials
- Progress in an English language training program
- Screening/Qualification readiness to take the ECL
- Graduation exit testing

## Components of ALCPT Kits

- Master Recordings: choice of
  - Two Audiotapes
  - One Audio CD
- 25 Test Booklets
- Two Scoring Keys
- One Handbook for administration of the ALCPT (including ALC placement chart)

## AMERICAN LANGUAGE COURSE

### Price List for the ALCPT

Item	Quantity	Price
ALCPT KIT with 2 Audiotapes or 1 Audio CD	1	\$80.00
Package of 500 Answer Sheets required for test administration	1	\$15.00
Additional Booklets	1	\$.50
<b>Note:</b> An ALCPT Handbook included in the test kit explains the use and interpretation of the results of the test. Purchase of ALCPT requires approval from DLIELC/LECT. (See inside front cover for contact information.)		



# *English Language Training Courses*

## Resident Courses

DLIELC offers a variety of English language training courses in residence at Lackland AFB, Texas. Following is a list of the courses and their descriptions:

### **General English, Specialized English, and Advanced Training Courses**

- **American Language Course, MASL IIN B/D/P177009**  
The course is variable in length (minimum 10 weeks), includes General English Training (GET) and Specialized English Training (SET) may be scheduled to start any week.
- **American Language Course (GET only), MASL IIN B/D/P177027**  
This course is variable in length (minimum 10 weeks), includes GET only, and may be scheduled to start any week.
- **American Language Course (SET only), MASL IIN B/D/P177008**  
This nine-week course focuses on language/study skills and terminology associated with technical training and professional military education. It may be scheduled to start any week. Students must achieve the ECL and OPI (if applicable) requirements for entry into the FOT course before entry into this course.
- **American Language Course for Aviation Leadership Program Scholarship (ALP Scholarship), MASL IIN B/D/P177024**  
This MASL is established for AF ALP Scholarship students and is used for funding purposes only. Basically, training is the same as MASL IIN 177008 or 177009. All students will complete aviation SET. Students who do not have their required ECL must attend GET; students who do not have their required OPI must attend the OPSAV course. (See next page.)

## TRAINING COURSES

- **Oral Proficiency Skills for Aviation (OPSAV) Course, MASL IIN B/D/P177026 (MASL IIN D177028 for Oral Proficiency ALP Scholarship)**

This course concentrates on language skills needed by students going to aviation-related training. The course enables students to improve pronunciation for successful radio communication, to improve comprehension skills under adverse conditions, to practice immediate oral responses, and to practice speaking while performing a complex motor task. This is a 25-week course, the last nine weeks being in SET. *Students must meet the ECL requirement for FOT prior to entrance into the OPSAV course. It is strongly recommended that potential students of OPSAV be given a telephonic OPI in their homeland prior to scheduling them for the course. If they achieve the OPI score required by their FOT, they need not be programmed for the OPSAV course.*

- **Advanced English Language Program (AELP), MASL IIN B/D/P177031**

This 16-week advanced English language course is designed for students who need to improve their language skills, with an emphasis on speaking and writing. This course prepares students who have not yet met their ECL and OPI requirements for professional military education training courses, officer basic and advanced courses, etc. The development of speaking skills is emphasized through formal speeches, military briefings, oral reports, and small group discussion. Aural comprehension is enhanced through the use of video and audiotapes, classroom lectures, and televised newscasts. As part of the writing skill development phase, students are required to prepare formal compositions, military memos and letters, library reports, and a long book review or research paper. The writing is done using word processing on available computers and many of the speech presentations are accomplished through the use of computer software. Because of this, an introduction to basic computer skills (as appropriate) is also a part of the course. *Prerequisites for the course are an 80 ECL and OPI rating of 2 (comprehension)/2 (speaking).* **There is a minimum enrollment requirement of four students.**

FY05 Class Schedule	
Entry Date	Grad Date
07 Feb 05	27 May 05
18 Jul 05	04 Nov 05
26 Sep 05	13 Jan 06

FY06 Class Schedule	
Entry Date	Grad Date
06 Feb 06	26 May 06
17 Jul 06	03 Nov 06
25 Sep 06	12 Jan 07

## TRAINING COURSES

- **Test of English as a Foreign Language (TOEFL) Preparation and Academic Writing Course, MASL IIN D177022**

This 16-week course develops the advanced English language skills necessary to compete successfully at university level and to improve a minimum entry TOEFL score of 173. The course emphasizes the development of academic writing skills for university-level students and includes completion of one major research paper and numerous other writing assignments. The program consists of seven hours of classroom/computer lab instruction and two to three hours of homework and preparation per day. Students will be given the opportunity to take the official TOEFL twice during the course. In addition, students will be given the OPI at appropriate stages in their training. *Prerequisite for the course is an 85 ECL or a 173 TOEFL score.* **There is a minimum enrollment requirement of six students.**

FY05 Class Schedule	
Entry Date	Grad Date
15 Nov 04	04 Mar 05
21 Feb 05	10 Jun 05
29 Aug 05	16 Dec 05

FY06 Class Schedule	
Entry Date	Grad Date
14 Nov 05	03 Mar 06
20 Feb 06	09 Jun 06
28 Aug 06	15 Dec 06

- **Materials Development Summer Seminar, MASL IIN D177030**

This eight-week course provides the international English Language Specialist (ELS) with the basics of materials development. Curriculum development has four phases: needs analysis, design, development and implementation, with evaluation occurring throughout the process. Each phase is explored and relevant writing assignments give the ELS students some hands-on practice. Students use computers to complete all writing assignments. Other important topics that are covered are language learning and methodology, the writing of learning objectives, the development of audiotapes, and validation procedures. In order to make the course more useful, ELS students should come prepared with specific ideas for curriculum projects. *Prerequisites for the course are an 85 ECL, an EFL teaching degree, at least two years' classroom teaching experience, and writing and word processing skills.* Only one seminar is offered each summer. Contact DLIELC/LEXP for exact course dates. **There is a minimum enrollment requirement of six students and a maximum enrollment of eight students.**

## TRAINING COURSES

- **Language Laboratory Maintenance Training, MASL IIN D177011**

This eight-week course provides classroom instruction and practical application in the maintenance, repair, and operation of cassette language laboratories. It is conducted in a classroom laboratory, which is equipped with the General Electric Laboratories (GEL) IC 6 and IC-4M systems. *Prerequisites for the course are a 70 ECL and previous electronics experience or successful completion of a basic electronics course.* Individuals who do not have the prerequisite electronics background must be programmed for the eight-week electronics course, MASL D132104, at Kessler AFB, MS. **There is a maximum enrollment of six students.**

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	03 Dec 04
07 Feb 05	01 Apr 05
04 Apr 05	27 May 05
30 May 05	22 Jul 05
15 Aug 05	07 Oct 05

FY06 Class Schedule	
Entry Date	Grad Date
10 Oct 05	02 Dec 05
03 Apr 06	26 May 06
29 May 06	21 Jul 06
14 Aug 06	06 Oct 06



## TRAINING COURSES

### Instructor Courses

- **Basic American Language Instructor Course (BALIC), MASL IIN D177007**

This 27-week course prepares international military and civilian personnel who are nonnative speakers of English to teach the ALC in their countries. Primary course objectives include the improvement of the instructor trainees' English language skills. The trainees receive practice in advanced listening, speaking, and reading skills with special emphasis on writing skills. The course includes a practical review of grammar, basic phonology concepts, speaking and writing activities, and readings on American culture. Another critical objective of the course is to teach instructor trainees how to teach American English using the General English materials of the ALC. This portion of the course introduces instructor trainees to the ALC materials, providing them with instructional techniques to effectively teach the materials as well as familiarization with the use of videotapes and IMI in the classroom. The course provides instructor trainees with opportunities for peer-teaching the ALC and observing classes in the General English Branch of DLIELC. *Prerequisite for the course is an ECL score of 80.* Some teaching experience is desirable; however, instructors with university degrees in teaching EFL or with extensive experience teaching EFL should be programmed for advanced courses.

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	15 Apr 05
03 Jan 05	08 Jul 05
30 May 05	02 Dec 05
25 Jul 05	27 Jan 06
22 Aug 05	24 Feb 06

FY06 Class Schedule	
Entry Date	Grad Date
10 Oct 05	14 Apr 06
02 Jan 06	07 Jul 06
29 May 06	01 Dec 06
24 Jul 06	26 Jan 07
21 Aug 06	23 Feb 07

## TRAINING COURSES

- **Advanced English Language Instructor Course (AELIC), MASL IIN D177006**

This 16-week course is designed for graduates of the BALIC, or equivalent, who have at least two years' experience teaching EFL in their countries. A major objective of the course is to improve English proficiency with an emphasis on oral and written communication. The methodology objectives include advanced teaching techniques focused on teaching the ALC Books 25 to 30. Also included in the course is familiarization with student evaluation and assessment (including an overview of the OPI) as well as the use of videotapes and IMI in the classroom.

*Prerequisites for the course are an 85 ECL, a minimum of two years' experience as an EFL instructor, and completion of the BALIC or equivalent.*

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	28 Jan 05
06 Dec 04	25 Mar 05
03 Jan 05	22 Apr 05
15 Aug 05	02 Dec 05

FY06 Class Schedule	
Entry Date	Grad Date
10 Oct 05	27 Jan 06
05 Dec 05	24 Mar 06
02 Jan 06	21 Apr 06
14 Aug 06	01 Dec 06

- **Advanced Language Proficiency Skills (ALPS) Course, MASL IIN D177018**

This 12-week course is designed for experienced teachers of EFL who have attended BALIC or AELIC, for English Language Training Program (ELTP) management or staff personnel, and for academic subject matter teachers who use English as a medium of instruction. The course enables students to upgrade their own English language proficiency in the skill areas of listening, speaking, reading, and writing. Students are provided the opportunity to develop and demonstrate their proficiency and fluency in all language skills, thereby increasing their communicative competence. ALPS emphasizes development of English language skills rather than teaching methodology. This course can be programmed as a lead-in to MASL IINs D177006, 177013, or 177019. *Prerequisite for the course is an 80 ECL. There is a minimum enrollment requirement of six students.*

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	31 Dec 04
23 May 05	12 Aug 05
18 Jul 05	07 Oct 05
12 Sep 05	02 Dec 05

FY06 Class Schedule	
Entry Date	Grad Date
10 Oct 05	30 Dec 05
22 May 06	11 Aug 06
17 Jul 06	06 Oct 06
11 Sep 06	01 Dec 06



## TRAINING COURSES

- **Introduction to the American Language Course and Culture Seminar (INTRO), MASL IIN D177019**

This eight-week course is designed for experienced instructors who have not recently attended the BALIC. The course provides an in-depth review and explanation of the ALC General English materials--both intensive and nonintensive, as well as an overview of how to teach English for Specific Purposes (ESP) using ALC ESP materials. Innovative teaching strategies in the ALC are closely examined and practiced through peer teaching. The course also introduces the students to a broad spectrum of American culture, including history, government, social institutions, the arts, and manners and mores, through a series of student-led seminars. These seminars afford them extensive opportunities to improve their English. Cultural tours, which support the themes and functions in the ALC, are included in the design of the course. In addition, a number of videotaped teaching demonstrations of DLIELC instructors using the ALC materials, as well as scheduled visits to DLIELC classrooms, the IMI labs, and the Learning Center, provide students with the opportunity to see the materials in action and provide familiarization with the videotapes and IMI lessons which support the ALC texts. *Prerequisites for the course are an 80 ECL, two years' experience as an EFL teacher, and completion of a basic English language instructor course. There is a minimum enrollment requirement of six students.*

FY05 Class Schedule	
Entry Date	Grad Date
11 Oct 04	03 Dec 04
07 Feb 05	01 Apr 05
15 Aug 05	07 Oct 05

FY06 Class Schedule	
Entry Date	Grad Date
10 Oct 05	02 Dec 05
06 Feb 06	31 Mar 06
14 Aug 06	06 Oct 06



## TRAINING COURSES

### Management Courses

- **Managing English Language Training (MELT) Course, MASL IIN D177013**

This eight-week course provides international personnel in managerial positions in their country with a basic knowledge of all areas involved in administering, managing, and supervising an ELTP. Emphasis is placed primarily on the practical aspects of ELTP management, with a portion of the course dedicated to familiarizing students with the ALC materials and American culture. *Recommended ECL is 80.* **There is a minimum enrollment requirement of six students.**

FY05 Class Schedule	
Entry Date	Grad Date
06 Dec 04	28 Jan 05
15 Aug 05	07 Oct 05

FY06 Class Schedule	
Entry Date	Grad Date
05 Dec 05	27 Jan 06
14 Aug 06	06 Oct 06

- **Observer Professional Training, MASL IIN D177002**

This one-week training provides orientation for international ELTP managers, language school directors, or key language training staff personnel. The content of the training is arranged to cover those areas of ELTP operations and administration most appropriate to the observer. *Recommended ECL is 80.* **Students who have attended MELT (MASL INN D177013) should not be programmed for this training.**

**For information on availability of resident courses, contact:**

**Resident Programs Branch (LEXP)**

**COMM: (210) 671-3342**

**COMM FAX: (210) 671-3700**

**DSN: 473-3342**

**DSN FAX: (210) 473-3700**

**E-mail: LEXP@lackland.af.mil**

## TRAINING COURSES

### Nonresident Courses

- **In-Country Workshop: Familiarization with the American Language Course, MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) teaches this two-week workshop for experienced instructors. The minimum class size is six, and the maximum is 10. The course is designed to familiarize participants with the ALC and provide them with experience teaching it. The required workshop materials are listed below and must be at the training site before the DLIELC MTT arrives. *Participants should have an 80 ECL.*

### Price List for ALC Familiarization Workshop Starter Package

Item	Price	Quantity	Subtotal
Familiarization with the ALC (workshop booklet)	\$10.00	11	\$110.00
780, Familiarization with the ALC	\$5.00	11	\$55.00
782, Grammar for the ALC	\$10.00	11	\$110.00
789, Indexes for Levels I-V	\$5.00	11	\$55.00
Books 9, 18, 27 ITs	\$32.00	11	\$352.00
Books 9, 18, 27 STs	\$22.00	11	\$242.00
Books 18 LLAIT	\$8.00	11	\$88.00
Books 18 LLAST	\$3.00	11	\$33.00
Audiotapes (Set of 16) or Audio CDs (Set of 8) for Book 18	\$80.00	1	\$80.00
Video Activities, Instructor Guide	\$5.00	11	\$55.00
Videotapes (Set of 4) for Book 18 (NTSC)	\$120.00	1	\$120.00
Teaching Demonstration Videos (NTSC)	\$210.00	1	\$210.00
			\$1,510.00
		<b>+ shipping</b>	\$375.00
<b>Total for 10 participants + one instructor w/NTSC Video</b>			<b>\$1,885.00</b>
Videotapes (Set of 4) for Book 18 (PAL or SECAM)	\$160.00	1	\$160.00
Teaching Demonstration Videos (PAL or SECAM)	\$280.00	1	\$280.00
			\$1,620
		<b>+ shipping</b>	\$400.00
<b>Total for 10 participants + one instructor w/PAL/SECAM</b>			<b>\$2,020.00</b>

## TRAINING COURSES

- **In-Country Workshop: Familiarization with the Nonintensive American Language Course, MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) teaches this two-week workshop for experienced instructors. The minimum class size is six, and the maximum is 10. The course gives participants a thorough review of the components of the Nonintensive ALC and provides them with experience teaching it. The course also emphasizes teaching techniques that maximize student participation. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives. *Participants should have an 80 ECL.*

### Price List for Nonintensive ALC Familiarization Workshop Starter Package

Item	Price	Quantity	Subtotal
Familiarization with the Nonintensive ALC (workshop booklet)	\$5.00	11	\$55.00
Nonintensive ALC Volume 1 Student Text, Instructor Guide, Homework Text, and Listening Skills Text	\$48.00	11	\$528.00
Nonintensive ALC Volume 1 Flashcards	\$25.00	1	\$25.00
Nonintensive ALC Volume 1 Audio CDs or Audiotapes	\$150.00	1	\$150.00
Nonintensive ALC Volume 4 Student Text, Instructor Guide, Homework Text, and Listening Skills Text	\$48.00	11	\$528.00
Nonintensive ALC Volume 4 Audio CDs or Audiotapes	\$150.00	1	\$150.00
			\$1,436.00
		<b>+ shipping</b>	\$359.00
<b>Total for 10 participants + one instructor</b>			<b>\$1,795.00</b>
Note: Nonintensive Volumes 2 and 3 may be substituted for Volumes 1 and 4 in the Starter Package, depending on the needs of the country.			

## TRAINING COURSES

- **In-Country Workshop: Teaching English for Specific Purposes (ESP)—Using the AMEC, MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) teaches this two- or three-week workshop for experienced instructors. The minimum class size is six, and the maximum is 10. This workshop is designed to familiarize the participants with the issues that instructors face teaching military language. The American Military English Course (AMEC) materials are used during the workshop to introduce participants to relevant teaching techniques, give them practice in presenting ESP materials, and acquaint them with basic military terminology. The required course materials are listed below and must be at the training site before the DLIELC MTT arrives.

*Participants should have an 80 ECL.*

### Price List for Teaching ESP Workshop Starter Package

Item	Price	Quantity	Subtotal
Teaching ESP – Using the AMEC (workshop booklet)	\$5.00	11	\$55.00
General Military Topics Starter Package	\$365.00	1	\$365.00
General Military Topics Instructor Texts	\$25.00	10	\$250.00
Army Topics Book 1 Starter Package	\$365.00	1	\$365.00
Army Topics Book 1 Instructor Texts	\$25.00	10	\$250.00
			\$1,285.00
<b>+ shipping</b>			\$320.00
<b>Total for 10 participants + one instructor</b>			<b>\$1,605.00</b>
<b>Note: Air Force Topics or Navy Topics may be substituted for Army Topics Book in the Starter Package, depending on the needs of the country.</b>			

Three-week workshop: Countries should consider ordering four AMEC textbooks instead of two: General Military Topics, Army Topics, Air Force Topics and Navy Topics.

This seminar may also be conducted on the DLIELC resident campus, using MASL IIN D177002.

## TRAINING COURSES

- **In-Country Seminar: English Skills for Staff Officers in Multinational Operations (ESSO), MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) teaches this seminar for staff officers who are preparing for positions requiring an advanced level of speaking and writing in English. The minimum class size is six, and the maximum is 10. The course is designed to teach communicative skills and the fundamentals of military writing. The required course materials are listed on page 23 of this catalog and must be at the training site before the DLIELC MTT arrives. *Participants should have an 80 ECL.*

Course length is either two or four weeks, depending upon the country's requirements.

Two-week seminar: English language training programs purchase self-study packages from DLIELC and distribute them to course participants at least two months in advance of scheduled course start date. The eight, ten-hour self-instruction lessons must be completed by students prior to the two-week intensive seminar conducted by a DLIELC MTT.

Four-week seminar: Students receive and complete all course materials during the four-week intensive seminar conducted by a DLIELC MTT at a training site in country.



## TRAINING COURSES

- **In-Country Workshop: English Language Proficiency Testing, MASL IIN D307011**

A DLIELC Mobile Training Team (MTT) teaches this two-week workshop for English language testing specialists. The minimum class size is six, and the maximum is 12. The course is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering and evaluating criterion-referenced English language proficiency tests based on the Interagency Language Roundtable (ILR) and/or North Atlantic Treaty Organization (NATO) Standardization Agreement (STANAG) 6001 Language Proficiency Levels. The testing of any, or all, of the four language skills—listening, speaking, reading and writing—may be included in the seminar objectives, depending upon the specific requirements. The instructor will provide materials for the course. *Participants should have an 85 ECL and 2+/2+ on the Oral Proficiency Interview (OPI).*

This workshop may also be conducted on the DLIELC resident campus, using MASL IIN D177002.

**For information on availability of nonresident courses and to arrange for an MTT, contact:**

**Nonresident Programs Branch (LEXN)**

**COMM: (210) 671-3783**

**COMM FAX: (210) 671-5362**

**DSN: 473-3783**

**DSN FAX: (210) 473-5362**

**E-mail: [LEXN@lackland.af.mil](mailto:LEXN@lackland.af.mil)**

## NOTES

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# *DLIELC Support for In-Country English Language Training Programs (ELTPs)*

DLIELC provides support services to American Embassies, US Security Assistance Offices, US Defense Attaché Offices and the international language training community associated with governmental bilateral and multilateral programs. These services include:

- **English Language Surveys, MASL D307009**  
A DLIELC specialist can visit your country to review ELT objectives and assist in developing a management plan to establish a new program or adapt an existing one to meet emerging challenges.
- **Mobile Training Teams (MTTs), MASL D307011**  
We can deploy consultative and/or instructional teams on a temporary basis to conduct English language training in country. These teams can also provide special training (see pages 41–45 for examples).
- **Language Training Detachments (LTDs)**  
We can establish detachments of instructors and managers to remain in country for one or more years.
- **Program Management Assistance**  
We can help the security assistance-training manager and in-country English language trainer with advice and ideas on curriculum purchase decisions, faculty and management training, and suitable language training equipment to include computer based instruction and interactive multimedia instruction.

**For information and assistance, contact:**

**Nonresident Programs Branch (LEXN)**

**COMM: (210) 671-3783**

**COMM FAX: (210) 671-5362**

**DSN: 473-3783**

**DSN FAX: (210) 473-5362**

**E-mail: [LEXN@lackland.af.mil](mailto:LEXN@lackland.af.mil)**

## NOTES

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# Ordering Information:

## Private Sector and US Federal Government Agencies\*

### Procedures

- DLIELC is the sole source of procurement for all American Language Course (ALC) materials for the Private Sector.
- Be sure to include an Order Form (see page 59) or facsimile with your order.
- Private sector customers and customers from US Federal Government Agencies\* not using FMS/IMET funds can now order materials through our website <http://www.dlielc.org>.

### Payments

DLIELC has been authorized to sell ALC materials at no cost to the government.

We are authorized to accept the government's IMPAC VISA or any VISA or Master Card (with expiration date) for purchase of ALC materials.

We also accept company-certified checks or money orders negotiable in US currency. Make checks payable to:

Defense Language Institute  
English Language Center

We regret that we cannot accept personal checks.

### Shipment

Shipments must be sent to a United States address. We cannot ship overseas.

- Surface shipping cost is 10% of total order.
- Shipping charges must be included in your order.
- If partial orders are not acceptable, be sure to indicate so we will hold your order until all material is in stock.
- Cassette tapes are guaranteed against jamming for 30 days from the date of receipt; they will not be replaced without charge after 30 days.
- Tests and quizzes can be sold only to institutions, not to individuals.
- **Asset use fee:** A four-percent administrative fee is required from all non-federal purchasers. Calculate four percent of the materials and delivery cost and add it to the total.

- DLIELC will compute shipping charges, if requested, before you submit your prepaid voucher. Contact LERW for this. See contact information below or on the inside front cover.

### US Federal Government Agencies\* Direct Requisitioning from DLIELC

US Federal Government Agencies, not using FMS/IMET funds, may purchase ALC materials directly from DLIELC by providing us a list of requested ALC materials along with one of the following financial arrangement options:

- the government's IMPAC Visa card
- an authorized accounting fund cite code for the purchase
- a DD Form 448, [Military Interdepartmental Purchase Request (MIPR)]
- a DD 1155 [Order for Supplies or Services]

Forward your request to the DLIELC/Logistics & Sales Branch at the address provided below.

### Questions

If you have questions about how to order, shipping information, information about your received order, etc., contact

DLIELC/LERW  
Bldg 7535  
2235 Andrews Ave.  
Lackland AFB TX 78236-5259  
  
DSN: 473-4711  
DSN FAX: 473-3063 or  
COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
E-mail: [LERW@lackland.af.mil](mailto:LERW@lackland.af.mil)

\* **ONLY those Federal US Government Agencies not using FMS or IMET funds for ALC purchases**

## ORDERING INFORMATION

# Foreign Military Sales (FMS)

### Procedures

DLIELC is the sole source of procurement for all ALC materials.

- FMS-funded purchases of ALC materials may be obtained by developing a Letter of Offer and Acceptance (LOA) to establish a new FMS case for the purchase of ALC materials. We recommend setting up a blanket order case since it does not require a detailed order of materials to set it up; instead, a case value (total dollar amount) can be requested for ALC-type materials.
- Or, purchases may also be funded from a suitable existing FMS case. Please refer to DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter Seven: "Preparation and Processing of FMS Cases" for instructions.
- Once the FMS case is set up, a DD Form 1149 (accompanied by an Order Form if necessary) requisitioning ALC Materials should be submitted through one of the MILDEP International Logistics Centers (see addresses below).

### MILDEP International Logistics Centers

#### • ARMY

Commander  
US Army Security Assistance Center  
ATTN: AMSAC  
3rd St. & M Avenue  
New Cumberland PA 17070-5096

### Message Address:

CDR USASAC NEW CUMB PA/DRSAC-OP/S//

#### • NAVY

Commander  
US Navy International Logistics Control  
Office (NAVILCO)  
700 Robbins Ave.  
Philadelphia PA 19111-5095

### Message Address:

NAVILCO PHILADELPHIA PA

#### • AIR FORCE

Air Force Security Assistance Center/ CMAO  
1822 Van Patton Dr.  
Wright-Patterson AFB OH 45333-5337

### AF Message Address:

AFLC ILC WPAFB OH//CMAO//

### Shipping

The following addresses are required for:

- air shipment: physical address
- surface shipments within the US: freight forwarder delivery address
- small orders: mailing address

Shipping costs: Include the following in the total cost designation:

- PC&H charge of 3.5% of the cost of the requested materials
- Air shipping cost of up to 25% or higher depending on country requesting materials

**Important Note:** DLIELC cannot take action on a DD Form 1149 requisition until the USMILDEP International Logistics Center or Security Assistance Center has approved the requisition with an authorized accounting fund cite code and FMS Case. The requisition, including shipping and POC information, is then forwarded to DLIELC/LERW for processing.

### Questions

If you have questions about what books to order for your in-country program, contact the Nonresident Programs Branch at:

DLIELC/LEXN  
2230 Andrews Ave.  
Lackland AFB TX 78236-5207

DSN: 473-3783/90  
DSN FAX: 473-5362 or  
COMM: (210) 671-3783/90  
COMM FAX: (210) 671-5362  
E-mail: LEXN@lackland.af.mil

If you have questions about how to requisition, what the applied costs are, shipping information, and matters concerning your received order, etc., contact the Logistics Branch at:

DSN: 473-4711  
DSN FAX: 473-3063 or  
COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
E-mail: LERW@lackland.af.mil

## ORDERING INFORMATION

### Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 57) for FMS Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** For air shipments, the physical address of the purchaser is required (i.e., office, suite, building number, street, and city). For small orders only, an APO or pouch room address would be acceptable. For surface shipments (within the US), your freight forwarder's\* physical address—with a point of contact that includes a phone and/or a fax number—is required.
3. **Ship to: mark for:** Special in-country instructions (include point of contact--name, telephone number, and fax number if available). Check with your particular country for customs regulations.
4. **Accounting and funding data:** FMS funding
- If you have a large order, DLIELC recommends you use the Order Form, page 59, or you may provide the information for items 4a, 4b, 4c, 4d, 4h, and 4i on a separate piece of paper. Please double space between entries.**
- 4a. **Item number:** Numerical sequence listing of ALC materials; each item must have an item number line; for instance, *Bk. 2*
- 4b. **Federal stock number, description, and coding of material and /or services:** Item description from catalog; for instance, *Instructor Text*
- 4c. **Unit of issue:** Indicate unit by each (ea.) or set
- 4d. **Quantity requested:** As defined in 4c
- 4e. **Supply action:** Leave blank
- 4f. **Type of container:** Leave blank
- 4g. **Container number:** Leave blank
- 4h. **Unit price:** As listed in catalog
- 4i. **Total cost:** Total cost of item line
5. **Requisition date:** Current date
6. **Requisition number:** See next page for instructions.
7. **Date material required:** Indicate date materials are needed in country.
8. **Priority:** There is no priority for requisitioning publications.
9. **Authority or purpose:** AFR 400-23
10. **Signature:** Signature of authorized representative

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\* **Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.

## ORDERING INFORMATION

**Blocks 11 through 18:** Leave blank

19. **Sheet total:** *Total of each page of DD 1149*

**Grand total:** *Total of all pages of DD 1149*

20. **Receiver's voucher number:** Leave blank.

### Instructions to complete **Block 6, DD Form 1149**

Block 6. Requisition number: This is a **14-digit MILSTRIP** requisition number (**AFM 67-1, Volume 9, Chapter 6**). The following table provides an explanation of the number identification

IDENTIFICATION USAGE	Service Designators: B = Army; D = Air Force; P = Navy	Country Alpha Designation		For FMS requisitions, indicate 0	Leave Blank		Julian Calendar date (year and day)				Serial number of requisitions prepared on Julian date.			
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EXAMPLE	P	I	T	0	-	-	4	1	1	1	0	0	0	1

NOTE: DD Form 1149 is available at: [http://www.dlielc.org/ordering\\_info/fms.html](http://www.dlielc.org/ordering_info/fms.html)

## ORDERING INFORMATION

# International Military Education and Training (IMET)

### Programming

- DLIELC curriculum materials are programmed on the USAF Standardized Training Listing (STL) under Worksheet Control Number (WSCN) 0003/DBKPUBO for materials and WSCN 0004/DOOPCHT for packing and shipping.
- Shipping should be calculated at 10% for surface and AMC shipments and at 25% for air shipment. Air Force Security Assistance Training (AFSAT) will provide funding authorization. (Be aware that surface shipping will most probably result in very long delays.)

### Requisitions

Requisitions should be made using a DD 1149. Requisition and Invoice/Shipping Document (see page 57) and an Order Form (see page 59) or by electronic message. IMET requisitions must be forwarded directly to:

AFSAT/TOC  
315 J ST WEST  
RANDOLPH AFB TX 78150-4354

### Message Addresses:

AFSAT RANDOLPH AFB TX//TOC//

Info:

COMDT DLIELC LACKLAND AFB TX//LERW//

### Important Recommendations

- Work closely with your AFSAT IMET country manager to ensure that your USAF STL is properly programmed and funding is authorized.
- Plan on a minimum of six months lead-time when you submit your requisition. While DLIELC normally packs and ships within 15 days of receipt of requisition from AFSAT, there are many contributors to delays in the shipping process, including customs clearance in country. Be sure you consign the IMET shipment to the US Embassy or Military Mission to assist customs clearance.
- Whenever possible, request air shipment to avoid long delays.

### Shipping Costs

- Surface shipping cost is 10% of total order.
- Air shipping cost is 25% or higher depending on country requesting materials
- Shipping charges must be included in your order. If partial orders are not acceptable, be sure to indicate so we will hold your order until all material is in stock.

### Questions

If you have questions about what books to order for your English language program, contact the Nonresident Programs Branch:

DLIELC/LEXN  
2230 Andrews Ave.  
Lackland AFB TX 78236-5207  
DSN: 473-3783/90  
DSN FAX: 473-5362 or  
COMM: (210) 671-3783/90  
COMM FAX: (210) 671-5362  
E-mail: LEXN@lackland.af.mil

If you have questions about how to requisition, shipping information, information about your received order, etc., contact the Logistics Branch at:

DLIELC/LERW  
DSN: 473-4711  
DSN FAX: 473-3063 or  
COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
E-mail: LERW@lackland.af.mil

## ORDERING INFORMATION

### Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 57) for IMET Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** For air shipments, the physical address of the purchaser is required (i.e., office, suite, building number, street, and city). For small orders only, an APO or pouch room address would be acceptable. For surface shipments (within the US), your freight forwarder's\* physical address—with a point of contact that includes a phone and/or a fax number—is required.
3. **Ship to: mark for:** Special in country instructions. **Do not use APO.** Include point of contact: name, telephone number, and fax number if available.
4. **Accounting and funding data:** *Identify the appropriate country IMET RCN in the block.*

**If you have a large order, DLIELC recommends you use the Order Form, page 61, or you may provide the information for items 4a, 4b, 4c, 4d, 4h, and 4i on a separate piece of paper. Please double space between entries.**

- 4a. **Item number:** Numerical sequence listing of ALC materials; each item must have an item number line; for instance, *Bk. 2*
- 4b. **Federal stock number, description, and coding of material and /or services:** Item description from catalog; for instance, *Instructor Text*
- 4c. **Unit of issue:** Indicate unit by each (ea.) or set
- 4d. **Quantity requested:** As defined in 4c
- 4e. **Supply action:** Leave blank
- 4f. **Type of container:** Leave blank
- 4g. **Container number:** Leave blank
- 4h. **Unit price:** As listed in catalog
- 4i. **Total cost:** Total cost of item line
5. **Requisition date:** Current date
6. **Requisition number:** See next page for instructions.
7. **Date material required:** Indicate date materials are needed in country.
8. **Priority:** There is no priority for requisitioning publications. This is the shipping priority. If air shipment is requested or required, please indicate by typing "air shipment required." All air shipments that exceed 25% and all AMC shipments require a DSCA waiver. Please coordinate appropriate waivers with the AFSAT country manager prior to submission of the order. For more than 25% additional cost or MAC AIR, the letter of

\* **Freight forwarder** = The company that handles US shipments sent to the host country. Check with the host country transportation representative.



## ORDERING INFORMATION

justification can be submitted separately in advance of the DD Form 1149 or can be submitted along with the DD Form 1149. DLIELC will hold the shipment until approval is received. Advance approval can help expedite the requisition. *Priority 04 Designates Surface.*

9. **Authority or purpose:** AFR 400-23

10. **Signature:** Signature of SAO or Authorized Representative

**Blocks 11 through 18:** Leave blank

19. **Sheet total:** *Total of each page of DD 1149*

**Grand total:** *Total of all pages of DD 1149*

20. **Receiver's voucher number:** Leave blank

### Instructions to complete *Block 6*, DD Form 1149

Block 6. Requisition number: This is a **14-digit MILSTRIP** requisition number (**AFM 67-1, Volume 9, Chapter 6**). The following table provides an explanation of the number identification

IDENTIFICATION USAGE	Service Designator: D = Air Force B = Army P = Navy	Country Alpha Designation		For IMET requisitions, indicate 0	Leave Blank		Julian Calendar date (year and day)				Serial number of requisition prepared on Julian date.			
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EXAMPLE	D	I	T	0	0	I	4	1	1	1	0	0	0	1

NOTE: DD Form 1149 is available at: [http://www.dlielc.org/ordering\\_info/imet.html](http://www.dlielc.org/ordering_info/imet.html)

## Additional Ordering Instructions

### Private Sector and US Government Agencies

Private sector customers and customers from US Government Agencies not using IMET or FMS funds may order directly from our website:

<http://www.dlielc.org>

or they can mail the Order Form, a check, money order, or credit card information to the address provided on page 49.

### IMET and FMS Orders

For large orders, FMS and IMET customers need to complete DD Form 1149 and the Order Form that begins on page 59. For small orders, a separate piece of paper that includes the information required by blocks **4a, 4b, 4c, 4d, 4h, and 4i** may be used and attached to the 1149. If the order is very small, type the information on the DD Form 1149. **Please enter Order Form Totals into blocks 4e and 19 of the DD Form 1149.**

The Order Form is available as **hard copy**, starting on page 59, and, on diskette, as a Microsoft Excel spreadsheet (Version 7, Windows 95) **electronic document**. Diskettes can be obtained from DLIELC/ LEXP. In addition, the Excel spreadsheet (electronic document) and the Order Form in PDF format can be downloaded from our website:

<http://www.dlielc.org>

or from the *Training Library* of the SAN web page at <http://www3.idss.ida.org>.

The Order Form is also available from the Defense Acquisition Deskbook Quarterly Update CD-ROM.

Note that in the catalog, the hard copy of the Order Form is printed on perforated pages starting on page 59. Remove these pages for easy handling while completing your order.

After completing the DD Form 1149 and the Order Form, send hard copies to the appropriate address—listed on pages 50 and 53. If possible and in order to assist us in getting your order ready as quickly as possible, *send an e-mail, with an attached copy of the electronic (Excel worksheet) Order Form, to the appropriate person as follows:*

- AFSAT country manager, for IMET orders, (firstname.lastname@randolph.af.mil) and a copy to LERW@lackland.af.mil.
- AFSAC country manager, for FMS orders, (firstname.lastname@wpafb.af.mil) and a copy to LERW@lackland.af.mil.

**IMET and FMS customers should be aware that their orders will not be processed until DD Form 1149 is received by AFSAT or AFSAC.**

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved  
OMB No. 0704-0246  
Expires Jan 31, 2003

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)		SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER	
2. TO: (Include ZIP Code)		9. AUTHORITY OR PURPOSE				
3. SHIP TO - MARK FOR		7. DATE MATERIAL REQUIRED (YYYYMMDD)				8. PRIORITY
		10. SIGNATURE				11a. VOUCHER NUMBER & DATE (YYYYMMDD)
		12. DATE SHIPPED (YYYYMMDD)				b.
		13. MODE OF SHIPMENT				14. BILL OF LADING NUMBER
4. APPROPRIATIONS DATA		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.				AMOUNT

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (a)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)

16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO				17. SPECIAL HANDLING							
18. ISSUED BY		TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY	SHEET TOTAL
R O C F							R E C E I P T				
P A S							QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY	GRAND TOTAL
C H I T U P							POSTED		DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
L E M											
A N T											
I T I O N											



# ORDER FORM

AMERICAN LANGUAGE COURSE GENERAL ENGLISH INTENSIVE MATERIALS (p. 3)			
ALC Starter Packages	Price	Quantity	Total Price
Level I Starter Package, Books 1-6, with Audiotapes (p. 9)	\$ 1,800.00		
Level I Starter Package, Books 1-6, with Audio CDs	\$ 1,800.00		
Level II Starter Package, Books 7-12, with Audiotapes (p. 11)	\$ 1,800.00		
Level II Starter Package, Books 7-12, with Audio CDs	\$ 1,800.00		
Level III Starter Package, Books 13-18, with Audiotapes (p. 13)	\$ 1,578.00		
with NTSC Videotape Package	\$ 2,418.00		
with SECAM Videotape Package	\$ 2,658.00		
with PAL Videotape Package	\$ 2,658.00		
Level III Starter Package, Books 13-18, with Audio CDs	\$ 1,578.00		
with NTSC Videotape Package	\$ 2,418.00		
with SECAM Videotape Package	\$ 2,658.00		
with PAL Videotape Package	\$ 2,658.00		
Level IV Starter Package, Books 19-24, with Audiotapes (p. 15)	\$ 1,578.00		
with NTSC Videotape Package	\$ 2,058.00		
with SECAM Videotape Package	\$ 2,178.00		
with PAL Videotape Package	\$ 2,178.00		
Level IV Starter Package, Books 19-24, with Audio CDs	\$ 1,578.00		
with NTSC Videotape Package	\$ 2,058.00		
with SECAM Videotape Package	\$ 2,178.00		
with PAL Videotape Package	\$ 2,178.00		
Level V Starter Package, Books 25-30, with Audiotapes (p. 17)	\$ 1,578.00		
Level V Starter Package, Books 25-30, with Audio CDs	\$ 1,578.00		
Level VI Starter Package, Books 31-34, with Audiotapes (p. 18)	—		
with NTSC Videotapes	\$ 672.00		
with SECAM Videotapes	\$ 732.00		
with PAL Videotapes	\$ 732.00		
Level VI Starter Package, Books 31-34, with Audio CDs	—		
with NTSC Videotapes	\$ 672.00		
with SECAM Videotapes	\$ 732.00		
with PAL Videotapes	\$ 732.00		
Five copies of IMI CD-ROMs Level I Package (p. 10)	\$ 2,000.00		
Five copies of IMI CD-ROMs Level II Package (p. 12)	\$ 2,000.00		
Five copies of IMI CD-ROMs Level III Package (p. 14)	\$ 2,000.00		
Five copies of IMI CD-ROMs Level IV Package (p. 16)	\$ 2,000.00		
ALC Individual Materials	Price	Quantity	Total Price
Book 1 Instructor Text (Jan 03)	\$ 12.00		
Student Text (Jan 03)	\$ 8.00		
Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
Audiotapes (16)	\$ 80.00		
Audio CDs (8)	\$ 80.00		
Quiz Kit, Form A, with Audiotapes (Jan 03)	\$ 20.00		
Quiz Kit, Form A, with Audio CD (Jan 03)	\$ 20.00		
Quiz Kit, Form B, with Audiotapes (Jan 03)	\$ 20.00		
Quiz Kit, Form B, with Audio CD (Jan 03)	\$ 20.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
	Quiz Kit, Form C, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 03)	\$ 20.00		
	Flashcards (Jan 03)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 2	Instructor Text (Jan 03)	\$ 12.00		
	Student Text (Jan 03)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 03)	\$ 20.00		
	Flashcards (Jan 03)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 3	Instructor Text (Jan 03)	\$ 12.00		
	Student Text (Jan 03)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 03)	\$ 20.00		
	Flashcards (Jan 03)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 4	Instructor Text (Jan 03)	\$ 12.00		
	Student Text (Jan 03)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 03)	\$ 20.00		
	Flashcards (Jan 03)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 5	Instructor Text (Jan 03)	\$ 12.00		
	Student Text (Jan 03)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 03)	\$ 20.00		
	Flashcards (Jan 03)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 6	Instructor Text (Jan 03)	\$ 12.00		
	Student Text (Jan 03)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 03)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 03)	\$ 20.00		
	Flashcards (Jan 03)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	IMI CD-ROM Level I Package (one copy)	\$ 500.00		
	Performance Test Kit 6, Form AR1 (for Books 1-6)	\$ 35.00		
Book 7	Instructor Text (Jan 04)	\$ 12.00		
	Student Text (Jan 04)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 04)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 04)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 04)	\$ 20.00		
	Flashcards (Jan 04)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 8	Instructor Text (Jan 04)	\$ 12.00		
	Student Text (Jan 04)	\$ 8.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 8	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 04)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 04)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form C, with Audio CDs (Jan 04)	\$ 20.00		
	Flashcards (Jan 04)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 9	Instructor Text (Jan 04)	\$ 12.00		
	Student Text (Jan 04)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 04)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 04)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 04)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 04)	\$ 20.00		
	Flashcards (Jan 04)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 10	Instructor Text (Jan 05)	\$ 12.00		
	Student Text (Jan 05)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 05)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 05)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 05)	\$ 20.00		
	Flashcards (Jan 05)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 11	Instructor Text (Jan 05)	\$ 12.00		
	Student Text (Jan 05)	\$ 8.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		



# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 11	Quiz Kit, Form A, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 05)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 05)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 05)	\$ 20.00		
	Flashcards (Jan 05)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 12	Instructor Text (Jan 05)	\$ 12.00		
	Student Text (Jan 05)	\$ 8.00		
	Language Laboratory Activities, Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities, Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form A, with Audio CD (Jan 05)	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form B, with Audio CD (Jan 05)	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes (Jan 05)	\$ 20.00		
	Quiz Kit, Form C, with Audio CD (Jan 05)	\$ 20.00		
	Flashcards (Jan 05)	\$ 25.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	IMI CD-ROM Level II Package (one copy)	\$ 500.00		
	Performance Test Kit 12, Form AR1 (for Books 7-12)	\$ 35.00		
	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
Book 13	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (4): NTSC	\$ 120.00		
	Videotapes (4): SECAM	\$ 160.00		
	Videotapes (4): PAL	\$ 160.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 14	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (4): NTSC	\$ 120.00		
	Videotapes (4): SECAM	\$ 160.00		
	Videotapes (4): PAL	\$ 160.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 15	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (4): NTSC	\$ 120.00		
Book 16	Videotapes (4): SECAM	\$ 160.00		
	Videotapes (4): PAL	\$ 160.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 16	Videotapes (4): NTSC	\$ 120.00		
	Videotapes (4): SECAM	\$ 160.00		
	Videotapes (4): PAL	\$ 160.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 17	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (4): NTSC	\$ 120.00		
	Videotapes (4): SECAM	\$ 160.00		
	Videotapes (4): PAL	\$ 160.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (4): NTSC	\$ 120.00		
	Videotapes (4): SECAM	\$ 160.00		
	Videotapes (4): PAL	\$ 160.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	IMI CD-ROM Level III Package (one copy)	\$ 500.00		
	Performance Test Kit 18, Form AR1 (for Books 13-18)	\$ 35.00		
Book 19	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 19	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (2): NTSC	\$ 60.00		
	Videotapes (2): SECAM	\$ 80.00		
	Videotapes (2): PAL	\$ 80.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 20	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (2): NTSC	\$ 60.00		
Book 21	Videotapes (2): SECAM	\$ 80.00		
	Videotapes (2): PAL	\$ 80.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 21	Videotapes (2): NTSC	\$ 60.00		
	Videotapes (2): SECAM	\$ 80.00		
	Videotapes (2): PAL	\$ 80.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 22	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (2): NTSC	\$ 60.00		
	Videotapes (2): SECAM	\$ 80.00		
	Videotapes (2): PAL	\$ 80.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (2): NTSC	\$ 60.00		
	Videotapes (2): SECAM	\$ 80.00		
	Videotapes (2): PAL	\$ 80.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 23	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
Book 24	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (2): NTSC	\$ 60.00		
	Videotapes (2): SECAM	\$ 80.00		
	Videotapes (2): PAL	\$ 80.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
Book 24	Instructor Text (Jan 91)	\$ 10.00		
	Student Text (Jan 91)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 91)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 91)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 23	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
Book 24	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Videotape Activities Instructor Guide	\$ 2.00		
	Videotape Activities Student Guide	\$ 2.00		
	Videotapes (2): NTSC	\$ 60.00		
	Videotapes (2): SECAM	\$ 80.00		
	Videotapes (2): PAL	\$ 80.00		
	IMI CD-ROM Book Package (one copy)	\$ 100.00		
	IMI CD-ROM Level IV Package (one copy)	\$ 500.00		
	Performance Test Kit 24, Form AR1 (for Books 19-24)	\$ 35.00		
Book 25	Instructor Text (Jan 92)	\$ 10.00		
	Student Text (Jan 92)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 92)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 92)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
Book 26	Instructor Text (Jan 92)	\$ 10.00		
	Student Text (Jan 92)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 92)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 92)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
Book 27	Instructor Text (Jan 92)	\$ 10.00		
	Student Text (Jan 92)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 92)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 92)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with CD	\$ 20.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 27	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with CD	\$ 20.00		
Book 28	Instructor Text (Jan 92)	\$ 10.00		
	Student Text (Jan 92)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 92)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 92)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Instructor Text (Jan 92)	\$ 10.00		
	Student Text (Jan 92)	\$ 7.00		
Book 29	Language Laboratory Activities Instructor Text (Jan 92)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 92)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Instructor Text (Jan 92)	\$ 10.00		
	Student Text (Jan 92)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 92)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 92)	\$ 3.00		
Book 30	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Instructor Text (Jan 92)	\$ 10.00		
	Student Text (Jan 92)	\$ 7.00		
	Language Laboratory Activities Instructor Text (Jan 92)	\$ 8.00		
	Language Laboratory Activities Student Text (Jan 92)	\$ 3.00		
	Audiotapes (16)	\$ 80.00		
	Audio CDs (8)	\$ 80.00		
Book 31	Quiz Kit, Form A, with Audiotapes	\$ 20.00		
	Quiz Kit, Form A, with Audio CD	\$ 20.00		
	Quiz Kit, Form B, with Audiotapes	\$ 20.00		
	Quiz Kit, Form B, with Audio CD	\$ 20.00		
	Quiz Kit, Form C, with Audiotapes	\$ 20.00		
	Quiz Kit, Form C, with Audio CD	\$ 20.00		
	Performance Test Kit 30, Form AR1 (for Books 25-30)	\$ 35.00		
	Instructor Text (Jan 93)	\$ 10.00		
	Student Text (Jan 93)	\$ 7.00		
	Audiotapes (3)	\$ 10.00		
	Audio CD	\$ 10.00		
	Videotapes/ (2): NTSC	\$ 60.00		

# ORDER FORM

ALC Individual Materials		Price	Quantity	Total Price
Book 31	Videotapes/(2): SECAM	\$ 80.00		
	Videotapes/(2): PAL	\$ 80.00		
	Book of Idioms (Aug 01)	\$ 5.00		
	Dictionary (necessary for this level)	\$ 7.00		
Book 32	Instructor Text (Jan 93)	\$ 10.00		
	Student Text (Jan 93)	\$ 7.00		
	Audiotapes (3)	\$ 10.00		
	Audio CD	\$ 10.00		
	Videotapes/(2): NTSC	\$ 60.00		
	Videotapes/(2): SECAM	\$ 80.00		
	Videotapes/(2): PAL	\$ 80.00		
	Book of Idioms (Aug 01)	\$ 5.00		
	Dictionary (necessary for this level)	\$ 7.00		
Book 33	Instructor Text (Jan 93)	\$ 10.00		
	Student Text (Jan 93)	\$ 7.00		
	Audiotapes (3)	\$ 10.00		
	Audio CD	\$ 10.00		
	Videotapes/(2): NTSC	\$ 60.00		
	Videotapes/(2): SECAM	\$ 80.00		
	Videotapes/(2): PAL	\$ 80.00		
	Book of Idioms (Aug 01)	\$ 5.00		
	Dictionary (necessary for this level)	\$ 7.00		
Book 34	Instructor Text (Jan 93)	\$ 10.00		
	Student Text (Jan 93)	\$ 7.00		
	Audiotapes (2)	\$ 10.00		
	Audio CD	\$ 10.00		
	Book of Idioms (Aug 01)	\$ 5.00		
	Dictionary (necessary for this level)	\$ 7.00		
<b>SUBTOTAL ALC INTENSIVE MATERIALS</b>				

AMERICAN LANGUAGE COURSE GENERAL ENGLISH NONINTENSIVE MATERIALS (p. 19)			
ALC Nonintensive (NI) Starter Packages		Price	Total Price
NI Volume 1 Starter Package with Audiotapes (p. 20)		\$ 698.00	
NI Volume 1 Starter Package with Audio CDs		\$ 698.00	
NI Volume 2 Starter Package with Audiotapes (p. 21)		\$ 715.00	
NI Volume 2 Starter Package with Audio CDs		\$ 715.00	
NI Volume 3 Starter Package with Audiotapes (p. 21)		\$ 678.00	
NI Volume 3 Starter Package with Audio CDs		\$ 678.00	
NI Volume 4 Starter Package with Audiotapes (p. 22)		\$ 678.00	
NI Volume 4 Starter Package with Audio CDs		\$ 678.00	
ALC Nonintensive (NI) Individual Materials		Price	Total Price
NI Volume 1	Instructor Guide (Apr 02)	\$ 10.00	
	Student Text (Apr 02)	\$ 18.00	
	Listening Skills Text (Apr 02)	\$ 10.00	
	Homework Text (Apr 02)	\$ 10.00	



# ORDER FORM

ALC Nonintensive (NI) Individual Materials		Price	Quantity	Total Price
NI Volume 1	Audiotapes (30)	\$ 150.00		
	Audio CDs (15)	\$ 150.00		
	Flashcards	\$ 25.00		
	Lessons 1-15, Quiz A, with Audiotapes	\$ 20.00		
	Lessons 1-15, Quiz A, with Audio CD	\$ 20.00		
	Lessons 15-30, Quiz A, with Audiotapes	\$ 20.00		
	Lessons 15-30, Quiz A, with Audio CD	\$ 20.00		
	Lessons 1-15, Quiz B, with Audiotapes	\$ 20.00		
	Lessons 1-15, Quiz B, with Audio CD	\$ 20.00		
	Lessons 15-30, Quiz B, with Audiotapes	\$ 20.00		
	Lessons 15-30, Quiz B, with Audio CD	\$ 20.00		
	IMI CD-ROM Volume Package (one copy)	\$ 400.00		
NI Volume 2	Instructor Text (Jan 05)	\$ 25.00		
	Student Text (Jan 05)	\$ 20.00		
	Listening Skills Text (Jan 05)	\$ 10.00		
	Homework Text (Jan 05)	\$ 10.00		
	Audiotapes (30)	\$ 150.00		
	Audio CDs (15)	\$ 150.00		
	Flashcards	\$ 25.00		
	Lessons 1-15, Quiz A, with Audiotapes	\$ 20.00		
	Lessons 1-15, Quiz A, with Audio CD	\$ 20.00		
	Lessons 15-30, Quiz A, with Audiotapes	\$ 20.00		
	Lessons 15-30, Quiz A, with Audio CD	\$ 20.00		
	Lessons 1-15, Quiz B, with Audiotapes	\$ 20.00		
	Lessons 1-15, Quiz B, with Audio CD	\$ 20.00		
	Lessons 15-30, Quiz B, with Audiotapes	\$ 20.00		
	Lessons 15-30, Quiz B, with Audio CD	\$ 20.00		
	IMI CD-ROM Volume Package (one copy)	\$ 400.00		
NI Volume 3	Instructor Guide (Jan 04)	\$ 15.00		
	Student Text (Jan 04)	\$ 18.00		
	Listening Skills Text (Jan 04)	\$ 10.00		
	Homework Text (Jan 04)	\$ 10.00		
	Audiotapes (30)	\$ 150.00		
	Audio CDs (15)	\$ 150.00		
	Lessons 1-15, Quiz A, with Audiotapes	\$ 20.00		
	Lessons 1-15, Quiz A, with Audio CD	\$ 20.00		
	Lessons 15-30, Quiz A, with Audiotapes	\$ 20.00		
	Lessons 15-30, Quiz A, with Audio CD	\$ 20.00		
	Lessons 1-15, Quiz B, with Audiotapes	\$ 20.00		
	Lessons 1-15, Quiz B, with Audio CD	\$ 20.00		
	Lessons 15-30, Quiz B, with Audiotapes	\$ 20.00		
	Lessons 15-30, Quiz B, with Audio CD	\$ 20.00		
	IMI CD-ROM Volume Package (one copy)	\$ 400.00		
NI Volume 4	Instructor Guide (Jan 04)	\$ 15.00		
	Student Text (Jan 04)	\$ 18.00		
	Listening Skills Text (Jan 04)	\$ 10.00		

# ORDER FORM

<b>ALC Nonintensive (NI) Individual Materials</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
NI Volume 4 Homework Text (Jan 04)	\$ 10.00		
Audiotapes (30)	\$ 150.00		
Audio CDs (15)	\$ 150.00		
Lessons 1-16, Quiz A, with Audiotapes	\$ 20.00		
Lessons 1-16, Quiz A, with Audio CD	\$ 20.00		
Lessons 17-32, Quiz A, with Audiotapes	\$ 20.00		
Lessons 17-32, Quiz A, with Audio CD	\$ 20.00		
Lessons 1-16, Quiz B, with Audiotapes	\$ 20.00		
Lessons 1-16, Quiz B, with Audio CD	\$ 20.00		
Lessons 17-32, Quiz B, with Audiotapes	\$ 20.00		
Lessons 17-32, Quiz B, with Audio CD	\$ 20.00		
IMI CD-ROM Volume Package (one copy)	\$ 400.00		
IMI CD-ROM Nonintensive ALC Package (one copy)	\$ 1,200.00		
<b>SUBTOTAL ALC NONINTENSIVE (NI) MATERIALS</b>			

<b>AMERICAN LANGUAGE COURSE ENGLISH FOR SPECIFIC PURPOSES MATERIALS (p. 23)</b>			
<b>English Skills for Staff Officers in Multinational Operations (ESSO)</b>			
<b>ESSO</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
Student Self-instruction Set, with Audiotapes (p. 23)	\$ 90.00		
Student Self-instruction Set, with Audio CD	\$ 90.00		
Instructor Set, with Audiotapes	—		
with NTSC Video	\$ 150.00		
with PAL Video	\$ 160.00		
with SECAM Video	\$ 160.00		
Instructor Set, with Audio CD	—		
with NTSC Video	\$ 150.00		
with PAL Video	\$ 160.00		
with SECAM Video	\$ 160.00		
Classroom Starter Package, with Audiotapes	—		
with NTSC Video	\$ 1,020.00		
with PAL Video	\$ 1,030.00		
with SECAM Video	\$ 1,030.00		
Classroom Starter Package, with Audio CD	—		
with NTSC Video	\$ 1,020.00		
with PAL Video	\$ 1,030.00		
with SECAM Video	\$ 1,030.00		
<b>American Military English Course (AMEC)</b>			
<b>AMEC Starter Packages</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
General Military Topics, Starter Package with Audiotapes (p. 24)	—		
with NTSC Videotape	\$ 355.00		
with PAL Videotape	\$ 365.00		
with SECAM Videotape	\$ 365.00		
General Military Topics, Starter Package with Audio CDs	—		

# ORDER FORM

<b>AMEC Starter Packages</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
General Military Topics, Starter Package with NTSC Videotape	\$ 355.00		
with PAL Videotape	\$ 365.00		
with SECAM Videotape	\$ 365.00		
Army Topics, Book 1, Starter Package with Audiotapes (p. 25)	—		
with NTSC Videotape	\$ 355.00		
with PAL Videotape	\$ 365.00		
with SECAM Videotape	\$ 365.00		
Army Topics, Book 1, Starter Package with Audio CDs	—		
with NTSC Videotape	\$ 355.00		
with PAL Videotape	\$ 365.00		
with SECAM Videotape	\$ 365.00		
Army Topics, Book 2, Starter Package with Audiotapes (p. 25)	\$ 325.00		
Army Topics, Book 2, Starter Package with Audio CDs	\$ 325.00		
Air Force Topics, Starter Package with Audiotapes (p. 25)	—		
with NTSC Videotape	\$ 355.00		
with PAL Videotape	\$ 365.00		
with SECAM Videotape	\$ 365.00		
Air Force Topics, Starter Package with Audio CDs	—		
with NTSC Videotape	\$ 355.00		
with PAL Videotape	\$ 365.00		
with SECAM Videotape	\$ 365.00		
Navy Topics, Starter Package with Audiotapes (p. 26)	—		
with NTSC Videotape	\$ 355.00		
with PAL Videotape	\$ 365.00		
with SECAM Videotape	\$ 365.00		
Navy Topics, Starter Package with Audio CDs	—		
with NTSC Videotape	\$ 355.00		
with PAL Videotape	\$ 365.00		
with SECAM Videotape	\$ 365.00		
<b>AMEC Individual Materials</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
General Military Topics, Instructor Text (Jan 03)	\$ 25.00		
Student Text (Jan 03)	\$ 20.00		
Audiotapes (10)	\$ 100.00		
Audio CDs (10)	\$ 100.00		
NTSC Videotape: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO."	\$ 30.00		
PAL Videotape: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO."	\$ 40.00		
SECAM Videotape: "Exercise Strong Resolve 1998, Spain/Portugal" and "Danger-UXO."	\$ 40.00		
Army Topics, Book 1, Instructor Text (Aug 00)	\$ 25.00		
Student Text (Oct 02)	\$ 20.00		
Audiotapes (10)	\$ 100.00		
Audio CDs (10)	\$ 100.00		
NTSC Videotape: "A Day in the Life of a Soldier"	\$ 30.00		
PAL Videotape: "A Day in the Life of a Soldier"	\$ 40.00		

# ORDER FORM

<b>AMEC Individual Materials</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
SECAM Videotape: "A Day in the Life of a Soldier"	\$ 40.00		
Army Topics, Book 2, Instructor Text (Jul 02)	\$ 25.00		
Student Text (Oct 02)	\$ 20.00		
Audiotapes (10)	\$ 100.00		
Audio CDs (10)	\$ 100.00		
Air Force Topics, Instructor Text (Sep 02)	\$ 25.00		
Student Text (Oct 02)	\$ 20.00		
Audiotapes (10)	\$ 100.00		
Audio CDs (10)	\$ 100.00		
NTSC Videotape: "A Day in the Life of an Airman"	\$ 30.00		
PAL Videotape: "A Day in the Life of an Airman"	\$ 40.00		
SECAM Videotape: "A Day in the Life of an Airman"	\$ 40.00		
Navy Topics, Instructor Text (Jun 02)	\$ 25.00		
Student Text (Oct 02)	\$ 20.00		
Audiotapes (10)	\$ 100.00		
Audio CDs (10)	\$ 100.00		
NTSC Videotape: "A Journey Begins"	\$ 30.00		
PAL Videotape: "A Journey Begins"	\$ 40.00		
SECAM Videotape: "A Journey Begins"	\$ 40.00		
<b>Aviation Radio Communication</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
Aviation Radio Communication Package with Audiotapes (13)	\$ 100.00		
with Audio CDs (5)	\$ 100.00		
<b>SUBTOTAL ALC ENGLISH FOR SPECIFIC PURPOSES</b>			

<b>INSTRUCTIONAL SUPPORT MATERIALS (p. 27)</b>			
<b>Instructor Materials (p. 27)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
780, Familiarization with the ALC (Sep 98)	\$ 5.00		
782, Grammar for the ALC (Jun 04)	\$ 10.00		
789, Indexes for Levels I-V (Mar 95)	\$ 10.00		
Training Aids Packages	\$ 110.00		
Handbook for Quiz Development (Jul 00)	\$ 3.00		
Teaching Demonstration Videotape Package	—		
with NTSC Videotapes	\$ 230.00		
with PAL Videotapes	\$ 300.00		
with SECAM Videotapes	\$ 300.00		
<b>Classroom Resources (p. 28)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
Package of 10 Dictionaries	\$ 70.00		
Package of 10 Books of Idioms	\$ 50.00		
<b>Replacement Items (p. 29)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
Homework and Evaluation Exercises			
Book 1 (Jan 03)	\$ 2.00		
Book 2 (Jan 03)	\$ 2.00		
Book 3 (Jan 03)	\$ 2.00		
Book 4 (Jan 03)	\$ 2.00		
Book 5 (Jan 03)	\$ 2.00		

# ORDER FORM

Replacement Items (p. 29)	Price	Quantity	Total Price
Book 6 (Jan 03)	\$ 2.00		
Book 7 (Jan 04)	\$ 2.00		
Book 8 (Jan 04)	\$ 2.00		
Book 9 (Jan 04)	\$ 2.00		
Book 10 (Jan 05)	\$ 2.00		
Book 11 (Jan 05)	\$ 2.00		
Book 12 (Jan 05)	\$ 2.00		
Book 13	\$ 2.00		
Book 14	\$ 2.00		
Book 15	\$ 2.00		
Book 16	\$ 2.00		
Book 17	\$ 2.00		
Book 18	\$ 2.00		
Book 19	\$ 2.00		
Book 20	\$ 2.00		
Book 21	\$ 2.00		
Book 22	\$ 2.00		
Book 23	\$ 2.00		
Book 24	\$ 2.00		
Book 25	\$ 2.00		
Book 26	\$ 2.00		
Book 27	\$ 2.00		
Book 28	\$ 2.00		
Book 29	\$ 2.00		
Book 30	\$ 2.00		
Performance Test Consumable Booklets & Diagnostic Forms in packages of 25	—		
Performance Test Kit 6 (for Level I)	\$ 15.00		
Performance Test Kit 12 (for Level II)	\$ 15.00		
Performance Test Kit 18 (for Level III)	\$ 15.00		
Performance Test Kit 24 (for Level IV)	\$ 15.00		
Performance Test Kit 30 (for Level V)	\$ 15.00		
Package of 500 Answer Sheets	\$ 15.00		
<b>SUBTOTAL INSTRUCTIONAL MATERIALS</b>			

AMERICAN LANGUAGE COURSE PLACEMENT TEST MATERIALS (p. 31)							
ALCPT	Individual Kit Price	Quantity	Subtotal	Individual Booklet	Quantity	Subtotal	Total Price
Form 38 with Audiotapes	\$ 80.00			\$ 0.50			
Form 38 with Audio CD	\$ 80.00			\$ 0.50			
Form 39 with Audiotapes	\$ 80.00			\$ 0.50			
Form 39 with Audio CD	\$ 80.00			\$ 0.50			
Form 40 with Audiotapes	\$ 80.00			\$ 0.50			
Form 40 with Audio CD	\$ 80.00			\$ 0.50			
Form 41 with Audiotapes	\$ 80.00			\$ 0.50			

# ORDER FORM

ALCPT	Individual Kit Price	Quantity	Subtotal	Individual Booklet	Quantity	Subtotal	Total Price
Form 41 with Audio CD	\$ 80.00			\$ 0.50			
Form 42 with Audiotapes	\$ 80.00			\$ 0.50			
Form 42 with Audio CD	\$ 80.00			\$ 0.50			
Form 43 with Audiotapes	\$ 80.00			\$ 0.50			
Form 43 with Audio CD	\$ 80.00			\$ 0.50			
Form 44 with Audiotapes	\$ 80.00			\$ 0.50			
Form 44 with Audio CD	\$ 80.00			\$ 0.50			
Form 45 with Audiotapes	\$ 80.00			\$ 0.50			
Form 45 with Audio CD	\$ 80.00			\$ 0.50			
Form 46 with Audiotapes	\$ 80.00			\$ 0.50			
Form 46 with Audio CD	\$ 80.00			\$ 0.50			
Form 47 with Audiotapes	\$ 80.00			\$ 0.50			
Form 47 with Audio CD	\$ 80.00			\$ 0.50			
Form 48 with Audiotapes	\$ 80.00			\$ 0.50			
Form 48 with Audio CD	\$ 80.00			\$ 0.50			
Form 49 with Audiotapes	\$ 80.00			\$ 0.50			
Form 49 with Audio CD	\$ 80.00			\$ 0.50			
Form 50 with Audiotapes	\$ 80.00			\$ 0.50			
Form 50 with Audio CD	\$ 80.00			\$ 0.50			
Form 51 with Audiotapes	\$ 80.00			\$ 0.50			
Form 51 with Audio CD	\$ 80.00			\$ 0.50			
Form 52 with Audiotapes	\$ 80.00			\$ 0.50			
Form 52 with Audio CD	\$ 80.00			\$ 0.50			
Form 53 with Audiotapes	\$ 80.00			\$ 0.50			
Form 53 with Audio CD	\$ 80.00			\$ 0.50			
Form 54 with Audiotapes	\$ 80.00			\$ 0.50			
Form 54 with Audio CD	\$ 80.00			\$ 0.50			
Form 55 with Audiotapes	\$ 80.00			\$ 0.50			
Form 55 with Audio CD	\$ 80.00			\$ 0.50			
Form 56 with Audiotapes	\$ 80.00			\$ 0.50			
Form 56 with Audio CD	\$ 80.00			\$ 0.50			
Form 57 with Audiotapes	\$ 80.00			\$ 0.50			
Form 57 with Audio CD	\$ 80.00			\$ 0.50			
Form 58 with Audiotapes	\$ 80.00			\$ 0.50			
Form 58 with Audio CD	\$ 80.00			\$ 0.50			
Form 59 with Audiotapes	\$ 80.00			\$ 0.50			
Form 59 with Audio CD	\$ 80.00			\$ 0.50			
Form 60 with Audiotapes	\$ 80.00			\$ 0.50			
Form 60 with Audio CD	\$ 80.00			\$ 0.50			
Form 61 with Audiotapes	\$ 80.00			\$ 0.50			
Form 61 with Audio CD	\$ 80.00			\$ 0.50			
Form 62 with Audiotapes	\$ 80.00			\$ 0.50			
Form 62 with Audio CD	\$ 80.00			\$ 0.50			
Form 63 with Audiotapes	\$ 80.00			\$ 0.50			
Form 63 with Audio CD	\$ 80.00			\$ 0.50			

# ORDER FORM

ALCPT	Individual Kit Price	Quantity	Subtotal	Individual Booklet	Quantity	Subtotal	Total Price
Form 64 with Audiotapes	\$ 80.00			\$ 0.50			
Form 64 with Audio CD	\$ 80.00			\$ 0.50			
Form 65 with Audiotapes	\$ 80.00			\$ 0.50			
Form 65 with Audio CD	\$ 80.00			\$ 0.50			
Form 66 with Audiotapes	\$ 80.00			\$ 0.50			
Form 66 with Audio CD	\$ 80.00			\$ 0.50			
Form 67 with Audiotapes	\$ 80.00			\$ 0.50			
Form 67 with Audio CD	\$ 80.00			\$ 0.50			
Form 68 with Audiotapes	\$ 80.00			\$ 0.50			
Form 68 with Audio CD	\$ 80.00			\$ 0.50			
Form 69 with Audiotapes	\$ 80.00			\$ 0.50			
Form 69 with Audio CD	\$ 80.00			\$ 0.50			
Form 70 with Audiotapes	\$ 80.00			\$ 0.50			
Form 70 with Audio CD	\$ 80.00			\$ 0.50			
Form 71 with Audiotapes	\$ 80.00			\$ 0.50			
Form 71 with Audio CD	\$ 80.00			\$ 0.50			
Form 72 with Audiotapes	\$ 80.00			\$ 0.50			
Form 72 with Audio CD	\$ 80.00			\$ 0.50			
Form 73 with Audiotapes	\$ 80.00			\$ 0.50			
Form 73 with Audio CD	\$ 80.00			\$ 0.50			
Form 74 with Audiotapes	\$ 80.00			\$ 0.50			
Form 74 with Audio CD	\$ 80.00			\$ 0.50			
Form 75 with Audiotapes	\$ 80.00			\$ 0.50			
Form 75 with Audio CD	\$ 80.00			\$ 0.50			
Package of 500 Answer Sheets	\$ 15.00						
<b>SUBTOTAL ALCPT Materials</b>							

TOTALS	
<b>SUBTOTAL ALC INTENSIVE MATERIALS</b>	
<b>SUBTOTAL ALC NONINTENSIVE (NI) MATERIALS</b>	
<b>SUBTOTAL ALC ENGLISH FOR SPECIFIC PURPOSES MATERIALS</b>	
<b>SUBTOTAL INSTRUCTIONAL SUPPORT MATERIALS</b>	
<b>SUBTOTAL ALCPT MATERIALS</b>	
<b>TOTAL</b>	

**If you are purchasing individual books rather than a Starter Package, the minimum ordering requirement is 10 student texts and one instructor text.**

## NOTES